



1501 Lee Highway, Arlington, Virginia 22209-1198 (703) 247-5800
An Independent Nonprofit Aerospace Organization

June 2015

Dear 2015 Air & Space Technology Exposition Exhibitor:

On behalf of the Air Force Association, I would like to thank you for your support of and participation in this event. This conference and exposition would not be possible without the continued and generous support of companies and organizations like yours.

As with other AFA events, sponsorship and marketing/promotional opportunities are available for this conference. There are a variety of package options to fit almost any budget and many of these opportunities are shown in the back of this service manual. If you would prefer a more customized alternative that can be arranged as well. For more on sponsorships, go to www.afa.org or contact me directly at 703-247-5838 or dsharland@afa.org

Please note the following items: First, your booth **MUST** be set up and show ready by Sunday September 13 at 4PM; no set up will be permitted on Monday morning. Freight left in an unset booth when the canine sweep takes place Monday morning will be removed from the hall and your first opportunity to set up will be Monday at 4PM. Second, please remember that your booth MUST be staffed at all times when the exhibit hall is open including the two receptions that take place in the hall; **an unmanned booth benefits no one.**

Next, please do not begin tearing down your booth before the hall is closed on Wednesday after the Anniversary Dinner Reception. Doing so will be considered as abandoning your booth and the penalties for which, as outlined in the contract, will be fully applied; this includes loss of priority points as well as a penalty charge equal to 50% of the cost of your booth space.

Finally, we will convey important information (schedule changes, DV tours of the hall) through a daily bulletin dropped at your booth as well as signage posted at the 24 hour exhibitor entry/ exit point and announcements over the exhibit hall public address system if necessary. As such please make sure that you make a point to look for the daily booth drop and that your first and last ingress/ egress of the hall each day are through the 24 hour entry/ exit.

I look forward to working with each and every one of you this year to make the 2015 Exposition the best event it can be. Please contact me directly if I can be of any assistance.

Sincerely,

Dennis Sharland, CEM
Sr. Manager, Expositions & Advertising
Air Force Association
703-247-5838
dsharland@afa.org



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SHOW INFORMATION



2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

BOOTH PACKAGE

Items provided per standard booth: 8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Show drape color(s): Blue, White, Grey
Aisle carpet color: Eclipse

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Friday, September 11, 2015	8:00 AM - 5:00 PM	
	Saturday, September 12, 2015	8:00 AM - 5:00 PM	
	Sunday, September 13, 2015	8:00 AM - 5:00 PM	
Exhibit Hours:	Monday, September 14, 2015	11:00 AM - 4:00 PM	Hall Opening/Ribbon Cutting Outstanding Airmen of the Year Dinner Reception
		6:00 PM - 7:45 PM	
	Tuesday, September 15, 2015	9:30 AM - 4:00 PM	
	Wednesday, September 16, 2015	9:30 AM - 4:00 PM	Air Force Anniversary Dinner Reception
		6:30 PM - 7:45 PM	
Exhibitor Move-out:	Wednesday, September 16, 2015	8:00 PM - 11:55 PM	
	Thursday, September 17, 2015	8:00 AM - 5:00 PM	
Freight Re-route Time:	Thursday, September 17, 2015	3:00 PM	

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Monday, August 17, 2015	
Discount price deadline for standard Shepard orders:	Monday, August 24, 2015	
Discount price deadline for Shepard custom rentals:	Friday, August 14, 2015	
First day for warehouse deliveries without a surcharge:	Monday, August 17, 2015	
Last day for warehouse deliveries without a surcharge:	Friday, September 4, 2015	
Last day for warehouse deliveries:	Wednesday, September 9, 2015	
First day freight can arrive at show facility:	Friday, September 11, 2015	at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
2015 Air and Space Conference
c/o Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
2015 Air and Space Conference
Gaylord National Hotel & Convention Ctr
701 Waterfront Street
National Harbor, MD 20745

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



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ONLINE ORDERING INSTRUCTIONS



2015 Air and Space Conference



September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

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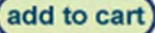
ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **2015 Air and Space Conference**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
 - a. **NEW users:** User name = Your Email Address (provided by Show Management)
Password = ANS15
 - b. **Previous users:** User name = Your Email Address
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
 - a. If your information is correct, click 
 - OR
 - b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

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PAYMENT AUTHORIZATION

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 24, 2015

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - **2015 Air and Space Conference**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc.

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**** Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.**

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

CREDIT CARD INFORMATION

Type of Card:


☐

☐

☐

Pay by Check* ☐

Pay by Wire* ☐

Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.*

**** Are you tax exempt for the state this event occurs in?** ☐ Yes ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: baltimore@shepardes.com



SHEPARD TERMS & CONDITIONS

2015 Air and Space Conference

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



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THIRD PARTY PAYMENT AUTHORIZATION



2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 24, 2015

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> All services | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Exhibit Display Rentals | <input type="checkbox"/> Overhead Rigging/Labor |
| | <input type="checkbox"/> Carpet | <input type="checkbox"/> Cleaning | <input type="checkbox"/> Installation/Dismantling Labor |
| | <input type="checkbox"/> Logistics/Transportation | <input type="checkbox"/> Other (please specify): _____ | |
| | <input type="checkbox"/> Material Handling *Please complete the Material Handling Authorization Form | | |

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____ **CONTACT NAME:** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

AUTHORIZED SIGNATURE: _____ **EMAIL:** _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:  ☐  ☐  ☐

Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

**** Are you tax exempt for the state this event occurs in?** ☐ Yes ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: baltimore@shepardes.com



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EXHIBITOR APPOINTED CONTRACTOR

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Deadline Date: August 17, 2015

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____



(410) 737-9270

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baltimore@shepardes.com

EVENT CODE
M168470915

DISCOUNT DEADLINE
August 14, 2015

Signature Series Furniture

Natural Feel
Business Table 30"

Natural Feel
Business Table 40"

Natural Feel
Business Stool

Natural Feel
Business Chair

6 Foot Fabric Table Cover w/ Table



Available Colors:

Promotional Furnishings



Lighting & Accessories



Natural Feel Furniture					
Qty.	Item	Discount	Regular	Amount	
50704	Natural Feel Business Chair	143.75	186.90		
50705	Natural Feel Business Stool	175.00	227.50		
50706	Natural Feel Business Table 30"	293.75	381.90		
50707	Natural Feel Business Table 40"	306.25	398.15		

Natural Feel Accessories					
Qty.	Item	Discount	Regular	Amount	
50709	Natural Feel Floor Lamp	156.25	0.00		
50710	Natural Feel Table Lamp	112.50	0.00		
50708	Natural Feel Waste Receptacle	68.75	0.00		

Fabric Table Covers (50700)					
Qty.	Item	Discount	Regular	Amount	
	White - Fabric Table Cover w/ Table	243.75	316.90		
	Red - Fabric Table Cover w/ Table	243.75	316.90		
	Blue - Fabric Table Cover w/ Table	243.75	316.90		
	Black - Fabric Table Cover w/ Table	243.75	316.90		

Promotional Furnishings					
Qty.	Item	Discount	Regular	Amount	
50713	Promotional Furnishings Table			Call for Quote	
50714	Promotional Furnishings Stool*			Call for Quote	

*Promotional Stools must be ordered 30 days prior to show.
No refunds or cancellation once order has been placed.

All Signature Series Furnishings must be ordered 30 days before move in for availability.

Please complete the following.

Company Name: _____
Contact Name: _____
Booth Number: _____ Phone Number: _____

Total Signature Furnishings:	\$	
6.000% Tax*:	\$	
Amount Due:	\$	

Authorized Signature: _____

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order.
*All tax rates are subject to change.



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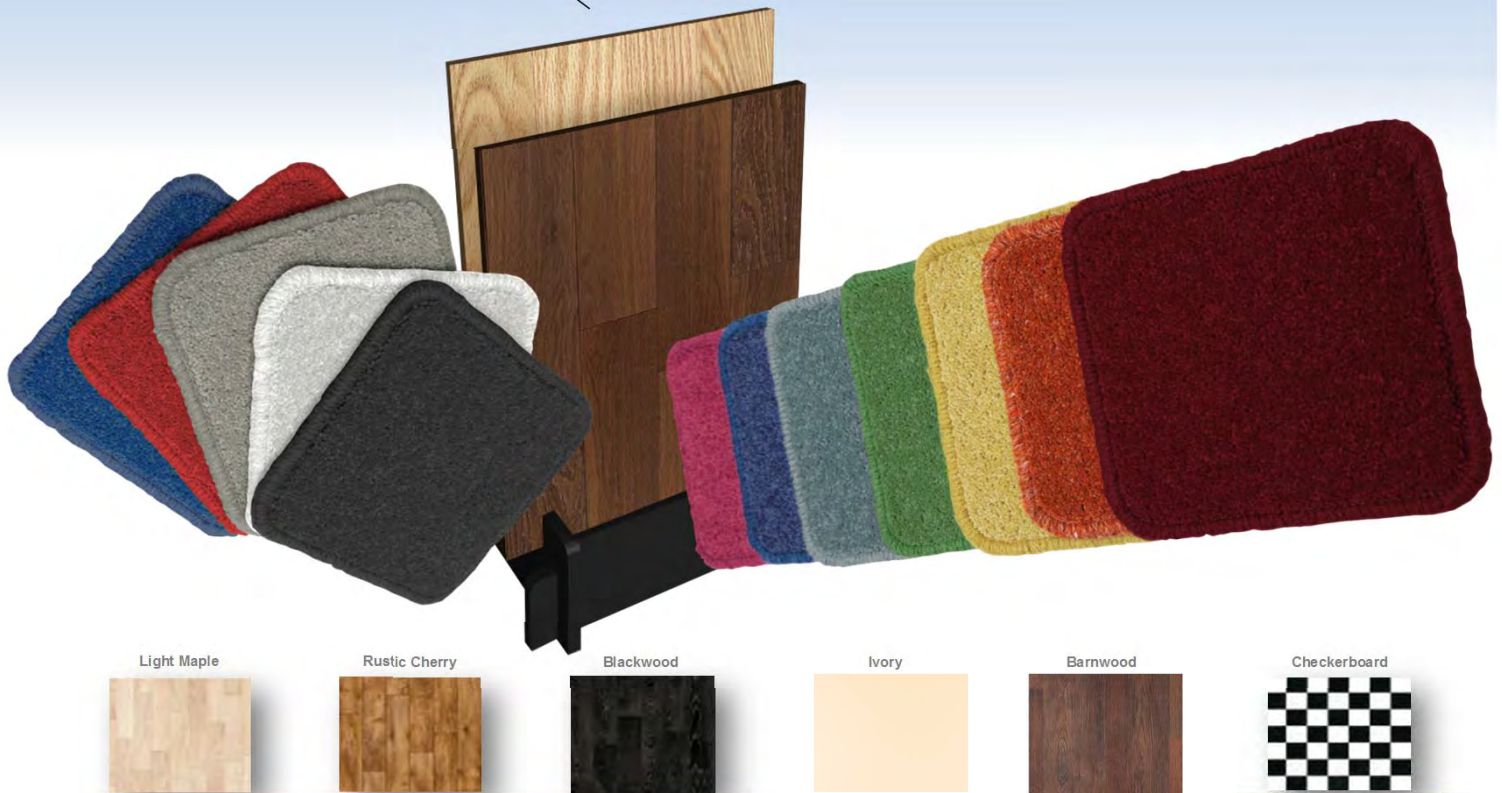
baltimore@shepardes.com

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DISCOUNT DEADLINE
August 14, 2015

Elevated
Hardwood Flooring

Signature Series Flooring



Light Maple

Rustic Cherry

Blackwood

Ivory

Barnwood

Checkerboard

Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

$$\boxed{\text{length}} \times \boxed{\text{width}} = \boxed{\text{sq. ft.}}$$

Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(22)	Navy	9.45	
(74)	Crimson	9.45	
(73)	Graphite	9.45	
(03)	White	9.45	
(06)	Black	9.45	
(90)	Hot Pink	9.45	
(91)	Electric Blue	9.45	
(77)	Bay Blue	9.45	
(48)	Hunter	9.45	
(99)	Sun Gold	9.45	
(98)	Paprika	9.45	
(07)	Burgundy	9.45	

Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	12.25	
(84)	Rustic Cherry	12.25	
(80)	Blackwood	12.25	
(31)	Ivory	12.25	
(85)	Barnwood	12.25	
(82)	Checkerboard	12.25	

Elevated Hardwood Floor

Sq. Ft.	Item	Per Sq. Ft.	Amount
50712	Light Oak - Elevated Hardwood Floor	Call for Quote	
50711	Dark Oak - Elevated Hardwood Floor	Call for Quote	

* Please refer to the labor order form to order labor for the installation of your elevated floor

All Signature Series Flooring must be ordered 30 days before move in for availability.
Minimum 100 square feet is required per flooring order.

Please complete the following.

Company Name: _____
Contact Name: _____
Booth Number: _____ Phone Number: _____

Total Signature Flooring: \$ _____
6.000% Tax*: \$ _____
Amount Due: \$ _____

Authorized Signature: _____



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BOOTH CARPETING

2015 Air and Space Conference

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Discount Deadline: August 24, 2015

*Carpet lends the booth a warm, inviting atmosphere.
Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.*

PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)

☐

Charcoal (17)

☐

Silver Cloud (18)

☐

Black (06)

☐

Deep Navy (22)

☐

Cobalt (21)

☐


Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	6.90	8.95	
46003	Rental 1000+/sq.ft	5.95	7.75	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

PURCHASED PREMIUM CARPET

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq.ft.	16.45	21.40	

Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.05	1.35	
50008	1" Padding	2.45	3.20	
50010	Visqueen	0.40	0.50	

EXPO CARPET - 13 OZ.

Choose Color:

Red (01)

☐

Black (06)

☐

Blue (05)

☐

Teal (13)

☐

Tuxedo (50)

☐

Burgundy (07)

☐


Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	219.75	285.70	
50256	10' x 20'	418.30	543.80	
50257	10' x 30'	624.00	811.20	
50258	10' x 40'	829.55	1078.40	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft	5.50	7.15	
50581	400 - 900 sq ft	5.00	6.50	
50582	900+ sq ft	4.55	5.90	

Rental includes installation and removal of carpet and visqueen protective covering.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

Total Carpeting	\$
6.00% Tax*	\$
Amount Due:	\$

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com



BOOTH CLEANING

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 24, 2015

A clean booth creates a positive image.

Take advantage of these opportunities to make the most of your exhibit!

BOOTH VACUUMING

Booth Cleaning - Vacuum Once

Code	Sq Ft	Description	Discount	Regular	Amount
47050		0 - 399 sq ft	0.44	0.55	
47051		400 - 900 sq ft	0.40	0.50	
47052		900+ sq ft	0.35	0.45	

Booth Cleaning - Daily Vacuum

Code	Sq Ft	Description	Discount	Regular	Amount
47055		0 - 399 sq ft	1.32	1.70	
47056		400 - 900 sq ft	1.20	1.55	
47057		900+ sq ft	1.10	1.45	

PERIODIC PORTER SERVICE

Porter Service includes emptying wastebaskets within the booth every two hours during the show.

Booth Porter Services

Code	Sq Ft	Item	Discount	Regular	Amount
47030T		Porter Svc Once	0.50	0.65	
47031T		Daily Porter Svc	1.50	1.95	

IMPORTANT INFO

- Vacuuming and Porter Service rates are based on total booth square footage, regardless of area being cleaned - minimum 100 square feet.
- Carpet is delivered clean, but may become dirty during setup. Booth cleaning is suggested at least once prior to show opening.
- Vacuuming/sweeping of booths and emptying of wastebaskets are not included as part of your space rental, these must be ordered separately.
- As General Service Contractor, Shepard has the exclusive cleaning contract for this show and other service contractors will not be permitted to provide this service on the show floor.
- A credit card must be on file when ordering cleaning services through Shepard.
- Cancellations must be received 48 hours prior to show opening.
- One time services ordered will be provided for the first day of the event. If you have a need for one vacuuming or porter service any day besides the first day, please contact Customer Service.

Please note: booth cleaning and porter service are taxable for this show.

Total Booth Cleaning	\$
6.00% Tax*	\$
Amount Due:	\$

Company Name: _____ Booth #: _____
 Contact Name: _____ Phone #: _____
 Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.



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EXPO FURNISHINGS

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 24, 2015

TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)
Green (02) Blue (05) Grey (10)
White (03) Black (06) Teal (13)

SKIRTED TABLES					
Code	Qty.	Color	Size	Discount	Regular Amount
50042			4'L X 30"H	129.90	168.85
50046			6'L X 30"H	159.55	207.40
50050			8'L X 30"H	202.20	262.85
50043			4'L X 42"H	157.80	205.15
50047			6'L x 42"H	202.15	262.80
50051			8'L x 42"H	237.70	309.00
50052			4th Side 30"	78.95	102.65
50171			4th Side 42"	78.95	102.65

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	92.50	120.25	
50044		6'L X 30"H	110.40	143.50	
50048		8'L X 30"H	130.20	169.25	
50041		4'L X 42"H	104.20	135.45	
50045		6'L x 42"H	130.20	169.25	
50049		8'L x 42"H	145.20	188.75	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS					
Code	Qty.	Color	Size	Discount	Regular Amount
50082			4'L X 6"H	52.40	68.10
50084			6'L X 6"H	67.55	87.80
50086			8'L X 6"H	90.50	117.65
50083			4'L X 12"H	113.40	147.40
50085			6'L x 12"H	141.15	183.50
50087			8'L x 12"H	157.25	204.45

UNDRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	26.95	35.05	
50078		6'L X 6"H	37.90	49.25	
50080		8'L X 6"H	49.00	63.70	
50077		4'L X 12"H	52.25	67.95	
50079		6'L x 12"H	74.65	97.05	
50081		8'L x 12"H	91.15	118.50	

Please complete the following:

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	82.70	107.50	
50021		Arm Chair	115.00	149.50	
50024		Stool w/back	134.75	175.20	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	23.70	30.80	
50094		Floor Easel	46.70	60.70	
50245		Literature Rack	179.40	233.20	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	228.20	296.65	
50092		Coat Rack	81.00	105.30	
50093		Garment Rack	228.20	296.65	



Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	96.25	125.15	
50095		Sign Holder, 22x28	106.30	138.20	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	17.80	23.15	
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Please select sateen color from below:

☐ Red (01) ☐ Gold (04) ☐ Burgundy (07)
☐ Green (02) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Teal (13)

Total Expo Furnishings: \$ _____
6.000% Tax*: \$ _____
Amount Due: \$ _____



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SPECIALTY FURNISHINGS & ACCESSORIES



2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 24, 2015

SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	86.25	112.15	
51090	Director's Stool	154.30	200.60	
51089	Ped. Table, 42"	237.75	309.10	
50032	Ped. Table, 30"	226.75	294.80	
50030	Rnd Side Table	109.70	142.60	
50031	Sq. Side Table	109.70	142.60	

SHOWCASES



Full View

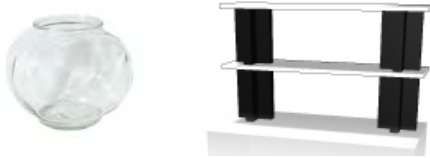


Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	860.00	1118.00	
50068	Full View 6'	948.55	1233.10	
50069	Quarter View 4'	860.00	1118.00	
50070	Quarter View 6'	948.55	1233.10	

Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	42.80	55.65	
50088	8' Upright	30.20	39.25	
50349	6'-10' Crossbar	20.05	26.05	
50348	7'-12' Crossbar	20.05	26.05	
50296	4' x 12" Display Riser *	96.40	125.30	
50297	6' x 12" Display Riser *	119.95	155.95	

* These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	21.85	28.40	
50074	3' High	16.20	21.05	

Choose Color:

Minimum 10 linear feet rental required

<input type="checkbox"/> Red (01)	<input type="checkbox"/> Blue (05)	<input type="checkbox"/> Grey (10)
<input type="checkbox"/> White (03)	<input type="checkbox"/> Black (06)	<input type="checkbox"/> Burgundy (07)

Please complete the following:

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

Total Specialty Furnishings/Accessories:	\$
6.000% Tax*:	\$
Amount Due:	\$



TRADE SHOW FURNISHINGS 2015
Product Catalog



PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA



CHR003



SFA003

MIRABEL



CHR001



SFA001

ALLEGRO



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



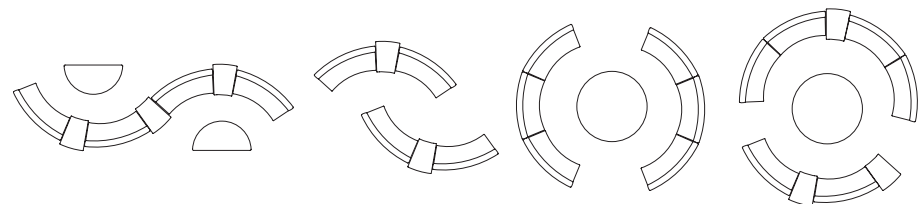
OTS

SO1



SO2

Suggested Uses of South Beach



TANGIERS



TANCHR



TANSOF

NAPLES



NPLCHR



NPLLOV



NPLSOF

HEATHROW



HS008



HC008

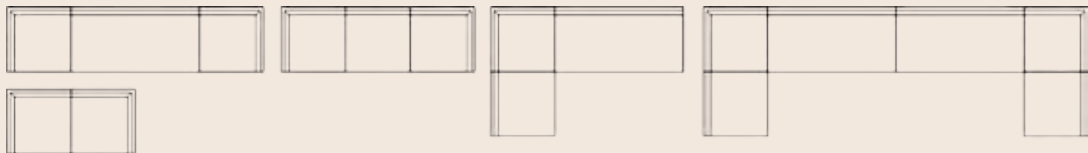


HCH08



HEA08

Suggested Uses of Heathrow



SOFAS & SECTIONALS



HEA08



SO1



SFA001



SFA002



NPLSOF



TANSOF



SOM



SFA003



HS008



SO2

LOVESEATS



LSM



NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SFA003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS



CHR003



CHR001



CHR002



NPLCHR



TANCHR



OCB



HCH08



HC008

OCCASIONAL CHAIRS



SWAN



OCA



OCH



BCW



CCE



LABREA



MADGRY

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

**OCB Key West
Tub Chair**
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

**HC008 Heathrow
Corner Chair**
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

**SWAN Swanson Swivel
Chair**
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

**LABREA La Brea Swivel
Chair**
Charcoal Gray, Fabric
35"L 27"D 40"H

**MADGRY Madden
Arm Chair**
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

**OCMTAU Meeting
Chair**
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS



BNO08



BN075



END02B



END02W



SAL



OSC



OTH



PUZ2SW



CUBL20



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04



OTS



OTK



OTL



CCB



CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BN075 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING



RSTDIN



DUET



CS8



CS9



SC4



SC1



XCHR



SC9



SC10



CH002



SCF



SCC



SCE



SCD



SC8



SC3



XC3



XC6



CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



E1D



E1K



E1F



E1C



CDYTB



E1W



E1Y



CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



MERLIN



WD3



8'-CB3



6'-CD2



8'-CD3



6'-CC6
8'-CC7
10'-CC8



6'-CT06GR
8'-C508GR
10'-CT10GR



CC5



CB1



CONF42

SAMPLE CONFERENCE SETS



CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder
Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS



G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

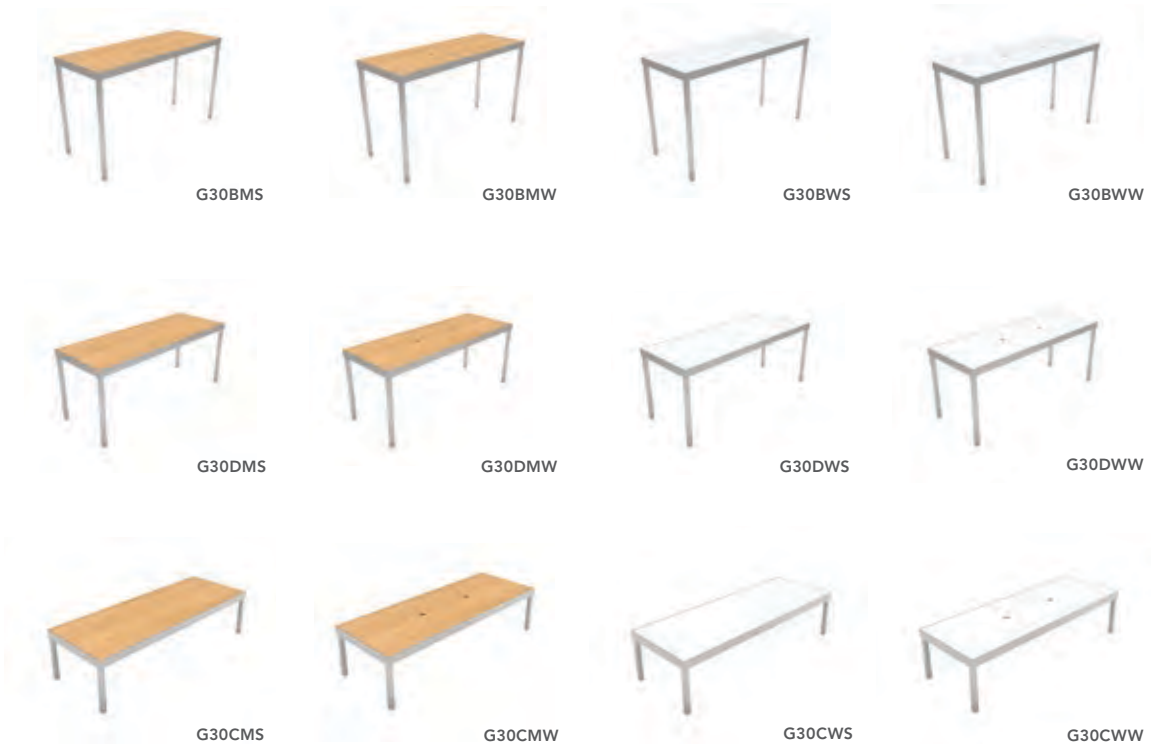
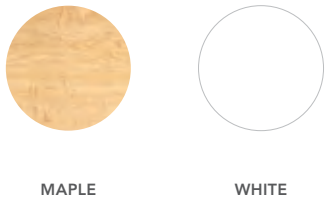


TABLE TOP OPTIONS



EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS



RSTSTL



BS001



BS002



BS003



ROLLRD



ROLLGY



ROLLWH



ROLLBL



BSN



BCE



BSS



BST



BSL



BSC



BSD

BARSTOOLS

RSTSTL Rustique Barstool
Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 Zoey Barstool
White, Chrome
15"L 16"D 26–30.5"H

BS003 Zoey Barstool
Black, Chrome
15"L 16"D 26–30.5"H

ROLLRD Lift Barstool
Red Vinyl
15" Round
23–33.5"H Adjustable

ROLLGY Lift Barstool
Gray Vinyl
15" Round
23–33.5"H Adjustable

ROLLWH Lift Barstool
White Vinyl
15" Round
23–33.5"H Adjustable

ROLLBL Lift Barstool
Black Vinyl
15" Round
23–33.5"H Adjustable

BSN Jetson Barstool
Black
18"L 19"D 29"H

BCE Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

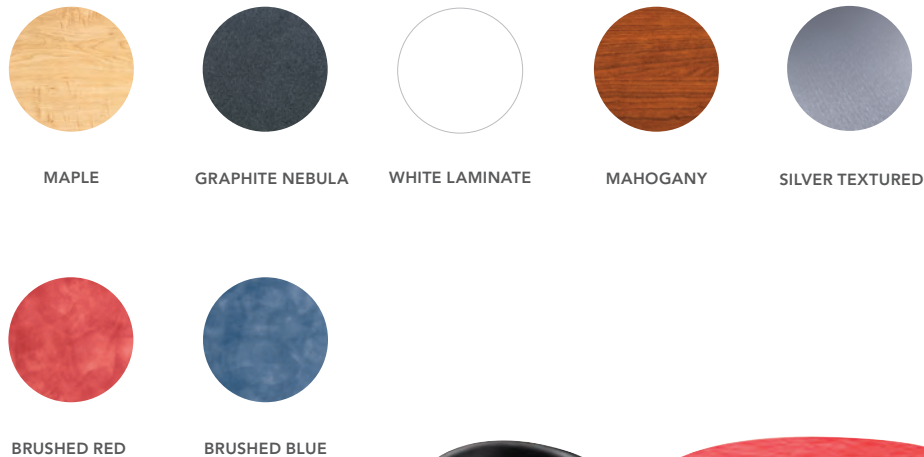
BSC Oslo Barstool
White
17"L 20"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BAR TABLES



TABLE TOP OPTIONS



BAR TABLES

Standard Black Base

30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTG Silver Textured Top

VTB Brushed Red Top

VTC Brushed Blue Top

Standard Black Base

36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTW White Laminate Top

Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTS Silver Textured Top

WTB Brushed Red Top

WTC Brushed Blue Top

Tulip Chrome Base

36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTW White Laminate Top



CAFÉ TABLES



30"-ZTK
36"-ZTP



30"-ZTJ
36"-ZTN



ZTQ



30MHSC



ZTG



ZTB



ZTC



30"-XTK
36"-XTP



30"-XTJ
36"-XTN



XTR



30MHTC



XTS



XTB



XTC

SAMPLE BAR TABLE SETS



CAFÉ TABLES

Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTG Silver Textured Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTQ White Laminate Top

Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHTC Mahogany Top

XTS Silver Textured Top

XTB Brushed Red Top

XTC Brushed Blue Top

Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTR White Laminate Top



TRAINING ROOM



MERLIN



WD3

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



PDL



36" – PDL36W
42" – PDL42W



BC6



BC7



36" – PDL36B
42" – PDL42B



ET2



ET1

UTILITY CHAIRS



SY1



DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTR



TBSTDW



TBSTND

*Tablet Stand must be ordered separately from tablet stand accessories.

LAMPS



LA15



LA14

LIGHTED PRODUCTS



CUBL20



CUBTBL

LED color guide



MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTR Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTDW Mobile Tablet Stand
White
14"L 13"D 44.5"H

TBSTND Mobile Tablet Stand
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

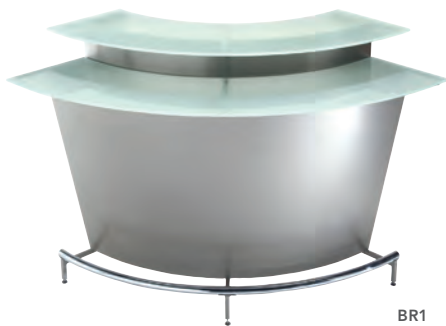
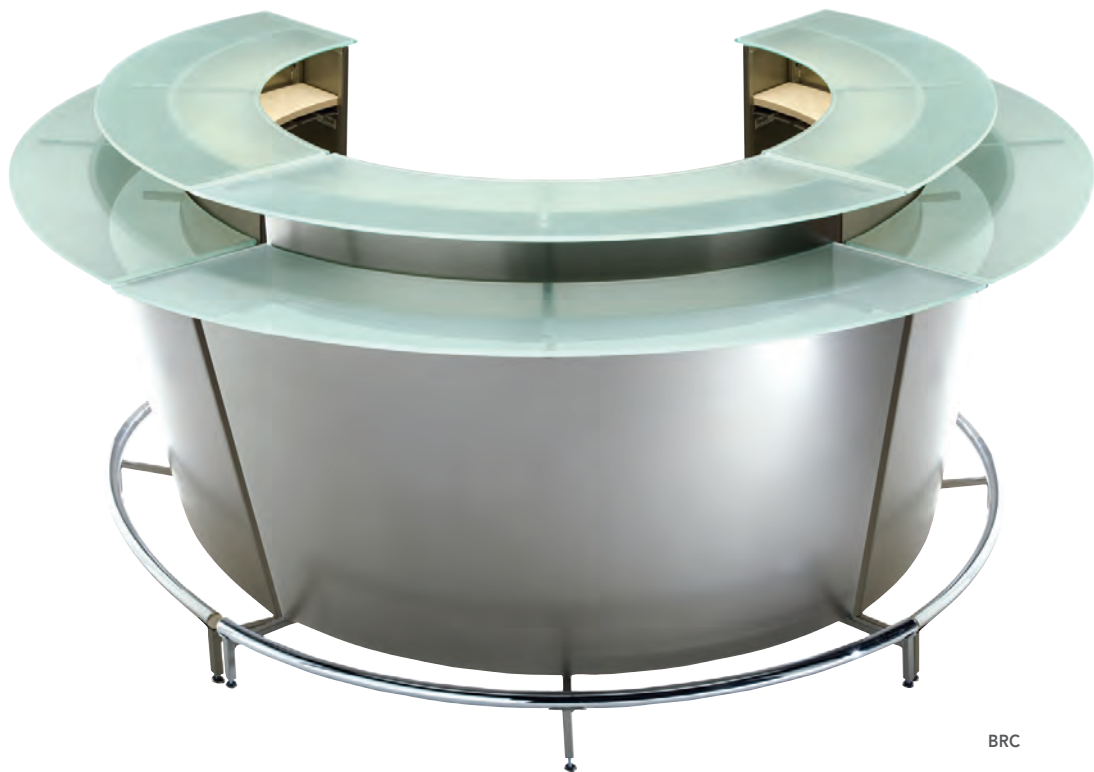
LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

BARS



Suggested Uses of Martini Bar



BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H





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EXECUTIVE FURNITURE

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 24, 2015

SEATING

Qty.	Item	Discount	Regular	Amount
Sofas & Sectionals				
	SO1-South Beach Sofa, P. Suede	895.65	1164.35	
	HEA08-Heathrow Sofa, Black Vinyl	873.25	1135.25	
	HS008-Heathrow 3 pc. Sectional	2291.00	2978.30	
	SFA002- Allegro Sofa	856.20	1113.05	
	SOM-Key West Sofa, Black	789.75	1026.70	
	NPLSOF-Naples Sofa, Black Vinyl	1100.75	1431.00	
	SO2-3pc. South Beach, P. Suede	1807.00	2349.10	
	TANSOF-Tangiers Sofa, Beige	873.25	1135.25	
	SFA003-Roma Sofa, White	1036.45	1347.40	
	SFA001-Mirabel Sofa, Brown Leather	1036.45	1347.40	
Club Chairs				
	HC008-Heathrow Corner, Black Vinyl	733.25	953.25	
	HCH08-Heathrow Chair, Black Vinyl	680.75	885.00	
	NPLCHR-Naples Chair, Black Vinyl	768.25	998.75	
	TANCHR-Tangiers Chair, Beige	566.55	736.50	
	CHR002-Allegro Chair	567.00	737.10	
	CHR003-Roma Chair, White	675.90	878.65	
	CHR001-Mirabel Chair, Brown Leather	675.95	878.75	

Qty.	Item	Discount	Regular	Amount
Occasional Chairs				
	CCE-ICE, Transparent/Chrome	272.90	354.75	
	OCA-T-Vac, Translucent, Chrome	368.95	479.65	
	OCH-Madrid Black Leather	997.55	1296.80	
	BCW-Madrid Chair, White	1078.95	1402.65	
	LABREA-La Brea Swivel Chair	540.75	703.00	
	OCB-Key West Tub, Black	574.15	746.40	
	SCD-Fusion, Green/White	178.45	232.00	
	SCC-Fusion, Clear/White	178.45	232.00	
	SCE-Fusion, Red/White	178.45	232.00	
	SCF-Fusion Chair, Black/White	178.45	232.00	
	MADGRY-Madden Arm Chair, Grey	557.80	725.15	
	SWAN-Swanson Swivel, White Vinyl	470.75	612.00	
Loveseats				
	NPLLOV-Naples, Black Vinyl	925.75	1203.50	
	LSM-Key West, Black	700.20	910.25	
Club Chairs				
	OCMESP-Meeting Chair	260.75	339.00	
	OCMTAU-Meeting Chair	376.65	489.65	

Ottomans

Qty.	Item	Discount	Regular	Amount
	OTS-South Beach Wedge	320.00	416.00	
	BNO08-Bench, Black Leather	540.75	703.00	
	BN075-Bench, White Leather	540.75	703.00	
	END02B-Square, Black Leather	470.75	612.00	
	END02W-Square, White Leather	470.75	612.00	
	VIB02-Vibe Cube, Blue	171.25	222.65	
	VIB04-Vibe Cube, Red	171.25	222.65	
	VIB05-Vibe Cube, Yellow	171.25	222.65	
	VIB07-Vibe Cube, Champaigne	171.25	222.65	
	VIB01-Vibe Cube, Green	171.25	222.65	
	VIB08-Vibe Cube, Orange	171.25	222.65	
	SAL Sally Stool	121.90	158.45	

Qty.	Item	Discount	Regular	Amount
	OSC-Cube, White Leather	150.55	195.70	
	OTH-Cube, Black Leather	162.80	211.65	
	OTK-Half Round, Blk Leather	515.70	670.40	
	OTL-Half Round, Wht Leather	515.70	670.40	
	CCZ-Circle, Black/White Leather	801.80	1042.35	
	CCB-Circle, Black Leather	801.80	1042.35	
	CCW-Circle, White Leather	801.80	1042.35	
	VIB03-Vibe Cube, Pink	171.25	222.65	
	VIB06-Vibe Cube, Gold/Bronze	171.25	222.65	
	PUZ2SW-Puzzle Bench, White	405.55	527.20	
	CUBL20-Edge Lighted Cube	270.40	351.50	

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
Occasional Cocktail Tables				
	C1E-Silverado	378.55	492.10	
	C1D-Soho, Steel/Chocolate	484.30	629.60	
	C1K-Inspiration	389.20	505.95	
	C1F-Geo Rect., Glass/Black	346.05	449.85	
	C1C-Geo Rect., Glass/Chrome	356.20	463.05	
	COLI - Oliver Cocktail Table	315.45	410.10	
	C1W-Sydney, White	371.30	482.70	
	C1Y-Sydney, Black	371.30	482.70	
	G30CMS-Table, Maple	473.20	615.15	
	G30CMW-Table w/ Grmt, Maple	473.20	615.15	
	G30CWS-Table, White	473.20	615.15	
	G30CWW-Table w/ Grmt, White	473.20	615.15	

Qty.	Item	Discount	Regular	Amount
Occasional End Tables				
	E1E-Silverado	356.20	463.05	
	E1D-Soho, Steel/Chocolate	449.90	584.85	
	E1K-Inspiration	382.05	496.65	
	E1F-Geo, Glass/Black	323.65	420.75	
	E1C-Geo, Glass/Chrome	333.90	434.05	
	EOLI-Oliver End Table	280.00	364.00	
	E1W-Sydney, White	338.75	440.40	
	E1Y-Sydney, Black	338.75	440.40	
	CUBTBL-Edge LED Cube	270.40	351.50	
	CDYTB-Candy Table	280.05	364.05	
	AURA End Table	190.75	248.00	
	ETBL-E Table, Wood	234.30	304.60	
	NEMSAC Mosaic Tables, Set of 3	383.25	498.25	
	TMBTBL Timber Table, Wood	225.75	293.50	

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

Subtotal \$ _____

6.000% Tax: \$ _____

Amount Due: \$ _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

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Customer Service Email: baltimore@shepardes.com**EXECUTIVE FURNITURE****2015 Air and Space Conference****September 14 - 16, 2015****Gaylord National Hotel & Convention Center - National Harbor, Maryland**

Event Code: M168470915

Discount Deadline: August 24, 2015**CONFERENCE TABLES & CHAIRS**

Qty.	Item	Discount	Regular	Amount
Conference Tables				
	CF2-Geo Table, Black	557.75	725.10	
	CE1-Geo Table, Sq. Chrome	399.00	518.70	
	CF1-Geo Table, Sq. Black	378.55	492.10	
	CG1-Manhattan Table, Black	411.20	534.55	
	CE2-Geo Table, Chrome	578.20	751.65	
	CB2-6' Graphite Table	615.45	800.10	
	CB3-8' Graphite Table	755.25	981.85	
	CD2-6' Grey Nebula Table	576.00	748.80	
	CD3-8' Grey Nebula Table	698.25	907.75	
	CC6-6' Mahogany Table	578.20	751.65	
	CC7-8' Mahogany Table	712.45	926.20	
	CC8-10' Mahogany Table	1133.80	1473.95	
	CB1-42" Round, Graphite Nebula	510.95	664.25	
	CC5-42" Round, Mahogany Table	508.15	660.60	
	OCT6W-Nova, Oval White	694.00	902.20	
	CT06GR Conference Table 6' Granite	292.25	379.95	
	C508GR Conference Table 8' Granite	355.40	462.00	
	CT10GR Conference Table 10' Granite	533.05	692.95	
Conference Chairs & Utility Seating				
	PROEXE-Pro Executive Chair	488.25	634.75	
	RSTDIN-Rustique w/ arms, Gunmetal	190.75	248.00	
	XCHR-Christopher Chr, White Vinyl	138.25	179.75	

Qty.	Item	Discount	Regular	Amount
Conference Chairs & Utility Seating				
	SC9-Panton Chair, White	268.70	349.30	
	SC8-Flex Chair with wheels	202.90	263.75	
	SC1-New York Chair	254.45	330.80	
	SC4-Jetson Chair	254.45	330.80	
	SC6-Manhattan Chair	311.50	404.95	
	CH002-Whendy Chair, Acrylic	155.75	202.50	
	SC3-Brewer Chair, Onyx	238.20	309.65	
	Duet-Black, Chrome	85.75	111.50	
	XC3-Luxor Guest Chair	500.80	651.05	
	XC2-Luxor Executive Chair	502.50	653.25	
	XC1-Luxor Executive, High-back	578.20	751.65	
	XC6-Altura Guest Chair	445.90	579.65	
	XC5-Altura Executive Chair	490.65	637.85	
	XC4-Altura Executive, High-back	533.30	693.30	
	OTO-Otto Chair, High-back, Black	610.70	793.90	
	CS8-Berline Chair, Black	150.20	195.25	
	CS9-Berlin Chair, Red	150.20	195.25	
	SY1-Altura Task Chair	270.75	352.00	
	DF1-Altura Drafting Stool	401.20	521.55	
	CO4-Iso Mesh Chair	411.00	534.30	
	SC10-Razor Chair	105.00	136.50	

Café TABLES

Qty.	Item	Discount	Regular	Amount
Café Tables- Black Base				
	ZTK-30" Maple Top/Black Base	280.70	364.90	
	ZTP-36" Maple Top/Black Base	312.25	405.95	
	ZTJ-30" Graphite Top/Black Base	280.70	364.90	
	ZTN-36" Graphite Top/Black Base	312.25	405.95	
	ZTG-30" Silver Textured Top	329.50	428.35	
	ZTE-36" Brandy Top/Black Base	368.95	479.65	
	ZTQ-36" White Laminate Top	343.75	446.90	
	ZTB-30" Red Top/Black Base	267.30	347.50	
	ZTC-30" Blue Top/Black Base	267.30	347.50	

Qty.	Item	Discount	Regular	Amount
Café Tables - Tullip Chrome Base				
	XTK-30" Maple Top/Chrome Base	368.95	479.65	
	XTP-36" Maple Top/Chrome Base	420.95	547.25	
	XTJ-30" Graphite Top/Chrome Base	387.40	503.60	
	XTN-36" Graphite Top/Chrome Base	420.95	547.25	
	XTS-30" Silver Textured Top	470.75	612.00	
	XTE-36" Brandy Top/Chrome Base	400.95	521.25	
	XTR-36" White Laminate Top	498.75	648.40	
	XTB-30" Red Top/Chrome Base	497.70	647.00	
	XTC-30" Blue Top/Chrome Base	497.70	647.00	

Additional Café Tables

	G30DMS-Café, Maple Top	714.55	928.90	
	G30DMW-Café w/ Grmt, Maple	714.55	928.90	

	G30DWS-Café, White Top	714.55	928.90	
	G30DWW-Café w/ Grmt, White	714.55	928.90	

Please complete the following:

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Subtotal \$

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6.000% Tax: \$

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Event Code: M168470915

Discount Deadline: August 24, 2015**BAR TABLES, BARS, & BAR STOOLS**

Qty.	Item	Discount	Regular	Amount
Bar Tables- Black Base				
	VTK-30" Maple Top/Black Base	324.15	421.40	
	VTP-36" Maple Top/Black Base	320.00	416.00	
	VTJ-30" Graphite Top/Black Base	324.15	421.40	
	VTN-36" Graphite Top/Black Base	336.00	436.80	
	VTG-30" Silver Textured Top	323.75	420.90	
	VTE-36" Brandy Top/Black Base	336.00	436.80	
	VTW-36" White Laminate Top	348.25	452.75	
	VTB-30" Red Top/Black Base	308.75	401.40	
	VTC-30" Blue Top/Black Base	324.15	421.40	
Additional Bar Tables				
	G30BMS-Bar Table, Maple	888.40	1154.90	
	G30BMW-Bar w/ Grmt, Maple	888.40	1154.90	
Barstools				
	BST-Banana, White/Chrome	332.15	431.80	
	BSS-Banana, Black/Chrome	332.05	431.65	
	BS001-Shark, Swivel White	405.55	527.20	
	BS002-Zoey, Swivel White	369.50	480.35	
	BS003-Zoey, Swivel Black	395.95	514.75	
	RSTSTL-Rustique Barstool, Gunmetal	173.25	225.25	
Bars				
	BRC-Circle Martini Bar	5421.15	7047.50	
	BR1-Martini Bar	1883.45	2448.50	

Qty.	Item	Discount	Regular	Amount
Bar Tables- Chrome Base				
	WTK-30" Maple Top/Chrome Base	391.45	508.90	
	WTP-36" Maple Top/Chrome Base	431.05	560.35	
	WTJ-30" Graphite Top/Chrome Base	411.00	534.30	
	WTN-36" Graphite Top/Chrome Base	431.05	560.35	
	WTS-30" Silver Textured Top	498.75	648.40	
	WTE-36" Brandy Top/Chrome Base	431.05	560.35	
	WTW-36" White Laminate Top	523.25	680.25	
	WTB-30" Red Top/Chrome Base	391.45	508.90	
	WTC-30" Blue Top/Chrome Base	391.45	508.90	
Additional Bar Tables				
	G30BWS-Bar Table, White	888.40	1154.90	
	G30BWW-Bar w/ Grmt, White	888.40	1154.90	
Barstools				
	BSD-Oslo, Blue	345.90	449.65	
	BSC-Oslo, White	345.90	449.65	
	BSL-Gin, Maple	262.80	341.65	
	BSN-Jetson, Black	373.50	485.55	
	BCE-Ice, Transparent /Chrome	306.30	398.20	
	ROLLBL-Lift Barstool, Black Vinyl	278.25	361.75	
	ROLLGY-Lift Barstool, Grey Vinyl	278.25	361.75	
	ROLLRD-Lift Barstool, Red Vinyl	278.25	361.75	
	ROLLWH-Lift Barstool, White Vinyl	278.25	361.75	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
Training Room				
	CO4-Flex Back Chair, Charcoal	888.40	1154.90	
Desks, Bookcases, Credenzas, Lateral Files, Files				
	BC6-Bookcase, Mahogany	462.40	601.10	
	BC7-Bookcase, Graphite	452.65	588.45	
	JD6-Executive Desk, Mahogany	709.65	922.55	
	JD7-Executive Desk, Graphite	709.65	922.55	
	L26-Lateral File, Mahogany	573.20	745.15	
	L27-Lateral File, Graphite	541.50	703.95	
	CR6-Credenza, Mahogany	720.90	937.15	
	CR7-Credenza, Graphite	679.50	883.35	
	VF4-Vertical File, 4-drawer	338.75	440.40	
	VF2-Vertical File, 2-drawer	247.20	321.35	
Product Display- Pedestals				
	PDL-42"H Pedestal, Locking	637.15	828.30	

Qty.	Item	Discount	Regular	Amount
Product Display- Etageres				
	ET2-Etagere, Black	462.40	601.10	
	ET1-Etagere, Pewter	462.40	601.10	
Lamps				
	LA15-Mason Silver Floor Lamp	279.40	363.20	
	LA14-Mason Silver Table Lamp	189.25	246.05	
Refrigerators				
	R1R-White 14 Cubic Feet	1080.40	1404.50	
	R1Q-White 4 Cubic Feet	471.90	613.45	
Mobile Tablet Stands*				
	TBSTDW-Mobile Tablet Stand, Black	280.05	364.05	
	TBSTND-Mobile Tablet Stand, White	276.20	359.05	
	TBBCHR-Tablet, brochure holder	86.95	113.05	
	TBSHLF-Tablet, charging shelf	86.95	113.05	
	TBPNTN-Tablet, print stand	86.95	113.05	

* Please note that all tablet stands must be ordered separately

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

Booth #: _____

Phone #: _____

Subtotal \$

6.000% Tax: \$

Amount Due: \$



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com



INLINE BOOTH RENTALS

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 14, 2015

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals *Onsite Logistics Management *Freight Management
- *Graphic Development/Printing *Installation/Dismantle *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	3312.75	4306.60
	10' x 20'	5394.65	7013.05
Subtotal			

(66470, 66471)

The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2311.05	3004.35
	10' x 20'	4045.30	5258.90
Subtotal			

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2866.65	3726.65
	10' x 20'	5442.95	7075.85
Subtotal			

(66477, 66478)

The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3476.25	4519.15
	10' x 20'	4120.00	5356.00
Subtotal			

(66484, 66485)

The Grant



Qty.	Description	Discount	Regular
	10' x 10'	3669.40	4770.20
	10' x 20'	5085.65	6611.35
Subtotal			

(66486, 66487)

The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3373.25	4385.25
	10' x 20'	4956.90	6443.95
Subtotal			

(66492, 66493)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** Carpet is not included. To order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ Booth #: _____ Subtotal \$ _____
 Contact Name: _____ Phone #: _____ 6.000% Tax*: \$ _____
 Authorized Signature: _____ Amount Due: \$ _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

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Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com



INLINE BOOTH RENTALS

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 14, 2015

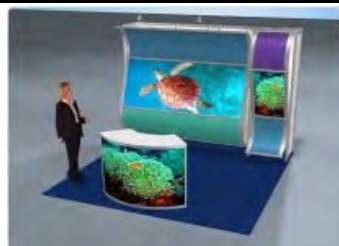
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals *Onsite Logistics Management *Freight Management
- *Graphic Development/Printing *Installation/Dismantle *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3598.55	4678.10
	10' x 20'	5439.70	7071.60
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3411.90	4435.45
	10' x 20'	4699.40	6109.20
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3572.80	4644.65
	10' x 20'	5665.00	7364.50
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	2124.40	2761.70
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3708.00	4820.40
Subtotal			

(66481)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____ Subtotal \$ _____

Contact Name: _____ **Phone #:** _____ 6.000% Tax*: \$ _____

Authorized Signature: _____ Amount Due: \$ _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



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Exhibit Solutions Email: ESSRentals@shepardes.com



ISLAND BOOTH RENTALS

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: **August 14, 2015**

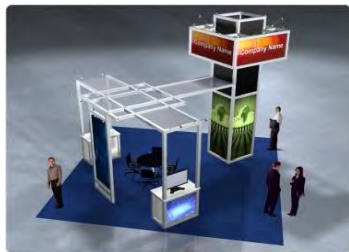
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

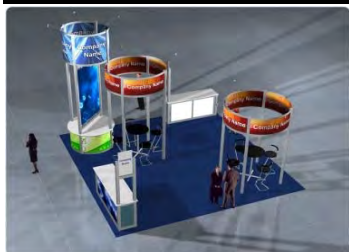
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	8433.15	10963.10
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	12553.15	16319.10
Subtotal			

(66498)

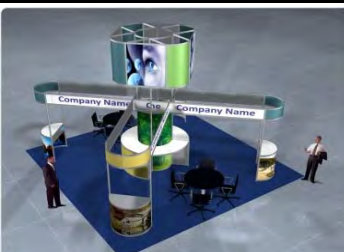
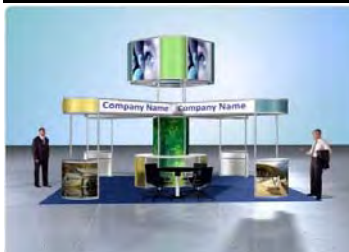
The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	11793.50	15331.55
Subtotal			

(66480)

The Washington



Qty.	Description	Discount	Regular
	20' x 20'	12102.50	15733.25
Subtotal			

(66368)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

****Please Note**** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$	
Contact Name: _____	Phone #: _____	6.000% Tax*: \$	
Authorized Signature: _____		Amount Due: \$	

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

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Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com



ISLAND BOOTH RENTALS

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 14, 2015

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

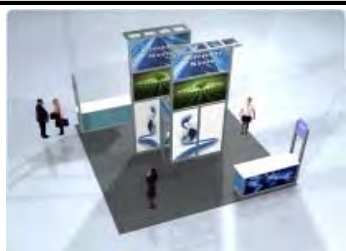
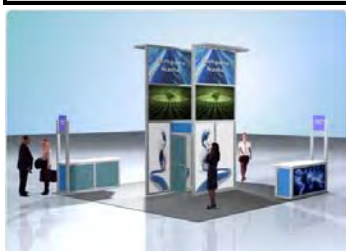
The Adams



Qty.	Description	Discount	Regular
	20' x 20'	12231.25	15900.65
Subtotal			

(66497)

The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	9006.05	11707.85
Subtotal			

(66495)

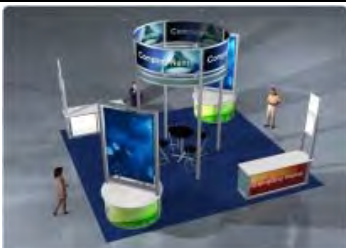
The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	8819.40	11465.20
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	13132.50	17072.25
Subtotal			

(66499)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

****Please Note**** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ Booth #: _____ Subtotal \$ _____
 Contact Name: _____ Phone #: _____ 6.000% Tax*: \$ _____
 Authorized Signature: _____ Amount Due: \$ _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

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Exhibit Solutions Email: ESSRentals@shepardes.com



EXHIBIT RENTAL ACCESSORIES

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 14, 2015

SHOWCASES AND LOCKING CABINETS



Quartermview Showcase
4' 6" W x 1' 9" D x 3' 3" H



Square Showcase
1' 9" W x 1' 9" D x 7' H



LC3
3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quartermview	1098.90	1428.55	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1186.00	1541.80	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	814.45	1058.80	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	988.40	1284.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	600.80	781.05	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

RECEPTION COUNTERS AND COMPUTER STANDS



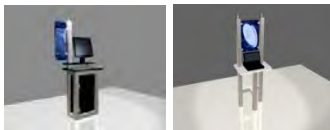
RC1
7' 9" W x 3' 5" D x 3' 9" H



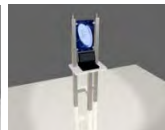
RC2
4' 9" W x 2' 3" D x 3' 3" H



RC3*
5' 3" W x 3' 3" D x 3' 6" H



CS1*
CS1 - 3' W x 1' 9" D x 6' 3" H



CS2*
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2266.45	2946.40	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	837.55	1088.80	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1816.90	2361.95	
66285		CS1*	1056.65	1373.65	
66286		CS2*	615.80	800.55	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

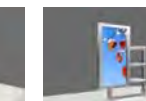
Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	570.70	741.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	1027.80	1336.15	
66279		GL2*	972.50	1264.25	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1866.90	2426.95	



Gondola
3' 6" W x 1' 9" D x 5' H



GL1*
GL1 - 5' 4" W x 1' 3" D x 8' H

GL2*
GL2 - 4' 3" W x 1' 3" D x 7' H



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name:	Booth #:	Subtotal:	\$
Contact Name:	Phone #:	6.000% Tax*:	\$
Authorized Signature:		Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com



SIGN ORDER FORM

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 24, 2015

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	174.15	226.40	
70010		Horz., 22" x 28"	174.15	226.40	
70011		Vertical, 28" x 44"	265.40	345.00	
70012		Horz., 28" x 44"	265.40	345.00	
70025		Meterboard, 39" x 90.75"	537.00	698.10	
Accessories					
70017		Blank Foamcore, 4' x 8'	47.30	61.50	
70021		Velcro, per ft. min. 5 ft.	3.05	3.95	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft. - Vertical	22.05	28.65	
70071		grommets, per sq. ft. - Horizontal	22.05	28.65	
70066		Pockets, per sq. ft. - Vertical	23.75	30.90	
70072		Pockets, per sq. ft. - Horizontal	23.75	30.90	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	52.05	67.65	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

Subtotal \$

6.000% Tax*: \$

Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

* All tax rates are subject to change.

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

HANGING SIGNS



Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN			
Code	Size	Discount*	Regular
69140	10' x 48"	5310.95	7435.35
69142	16' x 48"	8440.90	11817.25

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included



SQUARE DESIGN			
Code	Size	Discount*	Regular
69143	10' x 48"	6458.15	9041.40



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	5225.95	7316.35



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	2301.45	3222.05
69146	10' x 48" Double	3154.40	4416.15

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Friday, August 14, 2015

**Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.*



Exhibit Solutions Phone: **404 - 720 - 8652**
 Exhibit Solutions Fax: **404 - 720 - 8757**
 Customer Service Email: ESSRentals@Shepardes.com
 Event Code: M168470915

**2015 Air and Space
 Conference**
September 14 - 16, 2015
**Gaylord National Hotel & Convention
 Center - National Harbor, Maryland**

Company Name:	_____	Booth #:	_____	Subtotal	\$
Contact Name:	_____	Phone #:	_____	6.000% Tax*:	\$
Authorized Signature:	_____			Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order.
 Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



UNION JURISDICTIONS MARYLAND/DC AREA

UNION LABOR

Maryland is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor. Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



Shepard Exposition Services
4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com



LABOR ORDER FORM

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 24, 2015

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	82.00	106.60	30% **	
68067		OT	123.00	159.90	30% **	
68068		DT	164.00	213.20	30% **	

****Supervisory fee is 30% of total cost or \$60, whichever is greater.**

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	82.00	106.60	
68061		OT	123.00	159.90	
68062		DT	164.00	213.20	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

*** Please note - when ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, after 4:30 PM; All day Saturday & Sunday

DT - Double time: All other hours and holidays, including union holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080T		SQ. FT.	1.00	1.30	
68079T		MINIMUM	164.00	213.20	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

Please note: - Hours are based on estimates, you will be invoiced for actual time incurred.

- Requested times are not guaranteed and are based on availability.

- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal \$ _____

6.000% Tax* \$ _____

Amount Due: \$ _____

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____

of pieces: _____ Weight of Shipment: _____

Is shipment? ☐ Crated ☐ Uncrated

Tracking/Pro #: _____

Estimated arrival date: _____

Shipment to arrive at: ☐ Warehouse ☐ Show site

Outbound Freight Information

Carrier Company Name: _____

Deliver Shipment To: _____

Address: _____

City, ST, Zip: _____

Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier: ☐

Send shipment back to Shepard warehouse: ☐ (\$400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: x

Forklift required? ☐ Yes ☐ No

Carpet is? ☐ owned ☐ rented from Shepard

Carpet padding? ☐ Yes ☐ No

Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

Services You Have Ordered (please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment

☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)

☐ Electrical drawings are attached

☐ Electrical drawings are with exhibit in crate number

☐ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____

Hotel: _____

Arrival date/time: _____

Departure date/time: _____

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.

**Shepard Exposition Services**

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

GROUND RIGGING/FORKLIFT RENTAL

**2015 Air and Space Conference****September 14 - 16, 2015**

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

Discount Deadline: August 24, 2015**GROUND RIGGING FORKLIFT RENTAL****DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.**

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Install Date/Time: _____ Dismantle Date/Time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	290.65	377.75	
35039		Overtime Hourly Rental	354.70	461.00	
35067		Double-time Hourly Rental	418.75	544.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	581.25	755.75	
35049		Overtime Hourly Rental	709.40	922.25	
35069		Double-time Hourly Rental	837.50	1088.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	871.90	1133.50	
35066		Overtime Hourly Rental	1064.05	1383.25	
35070		Double-time Hourly Rental	1256.25	1633.25	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, after 4:30 PM; All day Saturday & Sunday

DT - Double time: All other hours and holidays, including union holidays

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	102.50	133.25	
35086		Overtime Hourly Rate	153.75	199.90	
35099		Double-time Hourly Rate	205.00	266.50	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	82.00	106.60	
35100		Overtime Hourly Rate	123.00	159.90	
35101		Double-time Hourly Rate	164.00	213.20	

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: logistics@shepardes.com**SHEPARD LOGISTICS SERVICES****2015 Air and Space Conference****September 14 - 16, 2015****Gaylord National Hotel & Convention Center - National Harbor, Maryland**

Event Code: M168470915

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**EXHIBIT MATERIALS TRANSPORTATION****INBOUND PICK UP LOCATION INFORMATION**

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: _____

Hours of Operation: _____

Company: _____

Address: _____

(City) (State) (Zip)

SHIPPING INFORMATION**Items to be shipped**

Number of Pieces	Est. Weight
Crates	
Cartons (cardboard)	
Cases/Trunks (fiber) (color)	
Skids/Pallets	
Carpet (color)	
Other	
Total Pieces	Total Wt.

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

TYPE OF SERVICE - Choose One☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)**TRANSPORTATION CHARGES**

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ ☐ ☐ Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____**Contact Name:** _____ **Phone #:** _____**Email:** _____ **Fax #:** _____**Authorized Signature:** _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

FAX COMPLETED FORM TO 404-720-8733



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



Your Tradeshow Shipping Coach

Shipping Info

2015 Air & Space Conference and Technology Exposition
Gaylord National Resort & Convention Center
September 14 - 16, 2015

More *than just a truck!*



- On-line ordering & tracking
- Personalized assistance with your show schedule
- Door to Door service
- Return shipping after the event
- Confirmation of Delivery emailed for every shipment
- Expedited & Air Service available
- Consolidation of multiple shipments
- 22 years experience in trade show and event shipping

NorthStar Express Freight is a trade show shipping company run by real people, with real personalities!

Your conference materials are as valuable as your time. With NorthStar Express Freight, your supplies are shipped on time, and arrive in tiptop shape! With over 22 years of experience we know what you need.

Call, email, or visit us online to schedule your shipping. **Jenn Adams** or

jadams@northstarexpress.com

800.787.1800

ShippingCoach@NorthStarExpress.com | www.northstarexpress.com



Your Tradeshow Shipping Coach

2015 Air & Space Conference and Technology Exposition September 14-16, 2015

Advance Warehouse Dates 8/17 - 9/04

Direct to Show Site Shipping 9/11-13



Advance address: 8/17-9/04

Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227 USA

Show Site Address: 9/11-13

c/o: Shepard Exposition Services
Gaylord National Resort Convention Center
201 Waterfront Street
National Harbor, MD 20745 USA

Exhibitor Dismantle/ Move Out: 9/16-17

Thursday, September 17, 2015 –
8:00 am – 5:00 pm
Carrier Check in by 3:00pm

To schedule your event shipping for the AFA Event
please call or email. Please refer to AFA.

Jenn Adams jadams@northstarexpress.com

800.787.1800

ShippingCoach@NorthStarExpress.com | www.northstarexpress.com



SHIPPING LABELS

2015 Air and Space Conference

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	4710 Trident Court Baltimore, MD 21227
	Delivery Hours: M-F, 8-4:30 PM
	For: 2015 Air and Space Conference
	First day freight can arrive w/o a surcharge: August 17, 2015
	Last day freight can arrive w/o a surcharge: September 4, 2015

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	4710 Trident Court Baltimore, MD 21227
	Delivery Hours: M-F, 8-4:30 PM
	For: 2015 Air and Space Conference
	First day freight can arrive w/o a surcharge: August 17, 2015
	Last day freight can arrive w/o a surcharge: September 4, 2015

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Gaylord National Hotel & Convention Ctr 701 Waterfront Street National Harbor, MD 20745
	For: 2015 Air and Space Conference
	MUST NOT BE DELIVERED PRIOR TO: September 11, 2015 @ 8:00 AM

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Gaylord National Hotel & Convention Ctr 701 Waterfront Street National Harbor, MD 20745
	For: 2015 Air and Space Conference
	MUST NOT BE DELIVERED PRIOR TO: September 11, 2015 @ 8:00 AM



HANGING SIGN SHIPPING LABELS

2015 Air and Space Conference

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 4710 Trident Court Baltimore, MD 21227
	Delivery Hours: M-F, 8-4:30 PM
	For: 2015 Air and Space Conference
	First day freight can arrive w/o a surcharge: August 17, 2015
	Last day freight can arrive w/o a surcharge: September 4, 2015

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 4710 Trident Court Baltimore, MD 21227
	Delivery Hours: M-F, 8-4:30 PM
	For: 2015 Air and Space Conference
	First day freight can arrive w/o a surcharge: August 17, 2015
	Last day freight can arrive w/o a surcharge: September 4, 2015



1501 Lee Highway, Arlington, Virginia 22209-1198 (703) 247-5800
An Independent Nonprofit Aerospace Organization

June 2015

Something's different and it's a good thing.

On the following page are the rates for material handling services provided by Shepard, our general service contractor. If you exhibited at this event last year, you will notice a significant difference in the rate between the two rates. Last year's rate was a traditional rate that was subject to overtime surcharges. This year's rate is what is called a blended rate, and is not subject to overtime surcharges.

Why the change ? The short and simple answer is that it's the right choice based on circumstances. The longer version goes like this: based on the schedule of when we get access to the exhibit halls (tighter window = less straight time hours available for the unloading of both direct and warehouse freight) and in order to give you the exhibitors the largest window of setup time, we estimated that more than 80% of exhibitors would be subject to an overtime surcharge (can't be avoided). Overtime surcharges are typically assessed after the event is over (to address any outbound overtime charges) and generally result in a supplemental invoice from the contractor after the show. Supplemental invoices mean more work for everyone involved (exhibitors and contractors alike) and more work means increased costs, and who wants higher costs ?

With the traditional method it can be hard for you to forecast your costs as you can never be 100% guaranteed your freight will be delivered on straight time. With the blended method the overtime is built into the base rate so if you know your freight numbers your bill should be pretty predictable and there's no supplemental invoice to deal with.

Alright, let's get down to brass tacks and talk numbers. This year's rates are \$98.75 per CWT (hundred-weight) for direct shipments and \$108.50 per CWT for warehouse shipments. In comparison if we took 2014's rates just straight out of the kit with the overtime surcharge it was \$104.75 for direct and \$115 for warehouse. If we hadn't made the decision to use a blended rate for 2015, those rates would have likely increased about 3% (\$107.90 and \$118.45 respectively).

So why are the rates less than what they could be ? The simple answer is that while individually exhibitors will pay a lower total CWT rate than the previous traditional method (separated base + overtime rates), more exhibitors will be paying a rate that includes the overtime which makes up the difference.

Questions ? As always I am here to assist you.

Sincerely,

Dennis Sharland, CEM
Sr. Manager, Expositions & Advertising
Air Force Association
703-247-5838/ dsharland@afa.org

**Shepard Exposition Services**

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

MATERIAL HANDLING AUTHORIZATION

2015 Air and Space Conference**September 14 - 16, 2015****Gaylord National Hotel & Convention Center - National Harbor, Maryland**

Event Code: M168470915

SHIPMENT INFORMATION**Please complete the following information:**We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs.

Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*.

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling					
Weight	Description			Price	Total
Direct Shipments to Showsite					
	\$98.75	\$148.25	\$128.50		
	Crated	Uncrated	Special Handling		
35030 / 35033		35043	35038		
Advance Shipments to Warehouse					
	\$108.50	\$141.00			
	Crated	Special Handling			
35010 / 35013		35036			
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)				
	\$54.25	\$108.50			
	Each carton	Min. per shipment			
35048		35045			

Signature Series Material Handling				
Weight	Description		Price	Total
Direct Shipments to Showsite				
	\$89.00	\$133.50	\$115.75	
	Crated	Uncrated	Special Handling	
35390 / 35395 35391 / 35399 35394 / 35402				
Advance Shipments to Warehouse				
	\$97.75	\$127.00		
	Crated	Special Handling		
35393 / 35397 35392 / 35401				
Overtime				
Overtime: 30% fee for each overtime application based on ST rate				
Double Time				
Double Time: 50% fee for each double time application based on ST rate				

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.



Shepard Exposition Services
4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com



STORAGE AUTHORIZATION FORM

2015 Air and Space Conference
September 14 - 16, 2015
Gaylord National Hotel & Convention Center - National Harbor,
Maryland
Event Code: M168470915

Please Note: This form is for Accessible/Secured Storage only.

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be **\$5.00 per pound or \$500.00 per package or container**, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

☐ **Storage per Month Service Fee:** Monthly storage is **\$10.00 per cwt per month (\$100.00 min.)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ Shipped to another destination as arranged via Shepard Logistics Services

☐ Transport to another SES show: _____ Delivery Date: _____

☐ Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Email: baltimore@shepardes.com

MATERIAL HANDLING INFORMATION

2015 Air and Space Conference

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25% Minimum: \$50.00 35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

MIXED SHIPMENTS

Rate as shown on Material Handling Authorization Form

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

OFF-TARGET DELIVERIES

Surcharge: 15% Minimum: \$50.00 35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD

Surcharge: \$30 per Shipment 35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load 35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece, Minimum \$50.00 35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope 35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING FEE

Surcharge: \$100.00 each way 35108

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



MATERIAL HANDLING 101

2015 Air and Space Conference

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ ~~volume discounted shipping rates~~
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com



MOTORIZED UNIT/VEHICLE SPOTTING FEE

2015 Air and Space Conference

September 14 - 16, 2015

Gaylord National Hotel & Convention Center - National Harbor,
Maryland

Event Code: M168470915

Discount Deadline: August 24, 2015

MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

Less than 1/4 tank of gas

Battery disconnected

Gas tank taped shut

Qty:	Description	Surcharge Each Way	Total Amount
	Motorized Unit/Vehicle Spotting (35108)	\$300.00	

Subtotal
6.00% Tax
Amount Due

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

**Shepard Exposition Services**

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com**OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST****2015 Air and Space Conference****September 14 - 16, 2015**

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M168470915

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard.

Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

***Note:** All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____
☐ Crate
☐ Skid
☐ Cases
☐ Carton
 Total Weight
CARRIER SELECTION
☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS
☐ OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

** If using FedEx or UPS you must have *and apply* their shipping labels

Type of Service:
☐ Ground
☐ Overnight
☐ 2nd Day
In the event your designated carrier fails to pickup:
☐ Reroute via show carrier
☐ Return to Warehouse
Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

****Please note:** If utilizing FedEx/UPS as your carrier you must supply your own outbound labels

TRANSPORTATION CHARGES BILLING ADDRESS:
☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may order this service from the general contractor.

ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3' high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

ELECTRICAL/UTILITY SERVICES

FAX OR MAIL TO: Gaylord National Resort & Convention Center

201 Waterfront St., National Harbor, MD 20745

Office: 301-965-3710

Fax: 301-965-3797

For Inquiries: GNExhibits@gaylordhotels.com



EVENT NAME _____ SHOW DATE _____

COMPANY NAME _____ BOOTH# _____

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE

**Prices subject to change without notice*

Electrical Packages				Advanced Price	Standard Price	QTY	Amount
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multistrip			\$165.00	\$205.00		
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multistrip			\$240.00	\$275.00		
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price	QTY	Amount
EACH UNIT OF POWER COMES WITH ONE OUTLET							
120	500	5	Single	\$138.00	\$175.00		
120	2,000	20	Single	\$220.00	\$245.00		
208	3,300	20	Single	\$300.00	\$350.00		
208	5,700	20	Three	\$400.00	\$475.00		
208	5,000	30	Single	\$410.00	\$490.00		
208	8,600	30	Three	\$550.00	\$655.00		
208	9,900	60	Single	\$700.00	\$840.00		
208	17,000	60	Three	\$1,100.00	\$1,300.00		
100, 200 & 400 amps are available. Please call for a quote 301-965-3710							
1 Outlet Extension-cord. RENTAL ONLY					\$15.00		
6 Outlet Multi-strip. RENTAL ONLY					\$25.00		
Compressed Air: Hotel supplies 3/4", 1/2", 1/4" quick release female connection. 80-100 PSI 125 CFM					\$350.00		
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					\$350.00		
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$350.00		
One time fill and drain. Maximum of 300 gallons					\$400		
Transformer Rental					\$150.00		
Special orders: Example: Overhead electrical, 24 hour service							
Credit Card: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Am Express <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club <input type="checkbox"/>							
Card # _____							
Email Address: _____ Exp. Date: _____							
Please Print							
Signature: _____ Phone #: _____							

SCALED FLOOR PLANS

A scaled floor plan showing the requested location(s) of the power/engineering drop(s) must accompany your order. If a drawing is not provided, Gaylord National will install the service in the most convenient location and charges will apply for relocation.

*ELECTRICAL LABOR

Labor rates apply:

Special power requirements, such as overhead power, wiring of the booth, foreign connections, outdoor displays etc. These will be subject to time and materials.

LABOR RATES

Mon-Fri 8:00 am – 5:00 pm - \$95.00 /hr.

All other times - \$170.00/hr.

Labor and materials will be charged to the credit card on file.

ELECTRICAL/ENGINEERING CONNECTIONS

There will be a 15% installation and removal assessment on all orders.

Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.

Receipts:

Paper receipts will be distributed at show site.

Electronic receipts will be available **after** the show close through GNExhibits@gaylordhotels.com
Please include the show name and booth # in your request.

24 Hour Service will be double the listed price

Charges:	\$
Labor:	* If Applicable
Installation & Removal (15%):	\$
SUBTOTAL:	\$
Tax (6%):	\$
TOTAL:	\$

Please fax form to 301-965-3797

For your security, we cannot accept credit card information via e-mail.

Maryland tax form must accompany this form to claim TAX EXEMPT

Gaylord Confidential and Proprietary Information



BOOTH LAYOUT

Fax or Mail to: Gaylord National Resort & Convention Center
 Attn: Exhibit Service Department
 201 Waterfront Street National Harbor Md. 20745
 Office: (301)-965-3710
 Fax: (301)-965-3797

EVENT NAME _____ SHOW DATE _____
 COMPANY NAME _____ BOOTH# _____
 CONTACT NAME _____ CONTACT # _____

Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle # _____ **BACK**

LEFT

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____
RIGHT

FRONT

Adjacent Booth or Aisle # _____

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.



NETWORK & TELECOMMUNICATION SERVICES

GAYLORD NATIONAL RESORT & CONVENTION CENTER

Information Technology Department

201 Waterfront St National Harbor Md. 20745

Fax: 301.965.2598

Email IT questions to: MDioquino@GaylordHotels.com

Aaron.Harley@GaylordHotels.com

Event Name: _____ Event Dates: _____
Company & Contact Name: _____ Booth Number: _____
Email Address: _____ Contact Number: _____

Ordering Instructions ADVANCED PRICING IS 2 WEEKS PRIOR TO SHOW DATE

1. Fax a layout of your booth to 301-965-2598. **Please mark where your wired connections should be dropped and located. We cannot process your order without a diagram.** Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
2. All equipment and services are subject to a 6% sales tax.
3. NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths.

	QTY	Advance Rate	Standard Rate	Total
High-Speed Wireless Access				
Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
High-Speed Wired Access				
<i>*Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.</i>				
Wired Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
Dedicated Internet Access – Dedicated Private VLAN				
1.5 Mb/sec	_____	\$2,500.00	\$3,900.00	_____
3.0 Mb/sec	_____	\$5,000.00	\$6,500.00	_____
6.0 Mb/sec	_____	\$7,500.00	\$11,000.00	_____
Static Public IP <i>Requires dedicated selection</i>	_____	\$350.00	\$400.00	_____
Telecommunication (Telephone) Services				
Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____
Labor - Troubleshooting / Move / Change	_____	\$100.00	\$150.00	_____

Credit Card ☐ Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners Club

CARD # _____	EXP. DATE: _____
SIGNATURE: _____	PHONE # _____
E MAIL ADDRESS: _____	
ON SITE CONTACT: _____	PHONE # _____

Charges: \$ _____
Subtotal: \$ _____
6% Tax: \$ _____
TOTAL: \$ _____

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested above to ensure prompt processing of your application. We ask you to please sign and date the form before submission. **Please fax the completed form to Mae Dioquino at 301.965.2598.**



BOOTH LAYOUT

Fax or Mail to: Gaylord National Resort & Convention Center
 Attn: Exhibit Service Department
 201 Waterfront Street National Harbor Md. 20745
 Office: (301)-965-3710
 Fax: (301)-965-3797

EVENT NAME _____ SHOW DATE _____

COMPANY NAME _____ BOOTH# _____

CONTACT NAME _____ CONTACT # _____

Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle # _____ **BACK**

LEFT

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____ **RIGHT**

FRONT

Adjacent Booth or Aisle # _____

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:	ROOM/EXHIBIT BOOTH #:
COMPANY NAME:	ON-SITE CONTACT NAME:		ONSITE PHONE #:	
STREET ADDRESS:	CITY & STATE :		ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM		
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM		
ORDERED BY:				

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, send completed forms to PSGNExhibits@psav.com or fax 877.917.1223

ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 10 BUSINESS DAYS PRIOR TO SHOW OPENING.

VIDEO/DATA DISPLAY	QTY	PRICE
Projector Package w/Tripod Screen		\$760
LCD Support Package w/Tripod Screen		\$200
Laptop computer		\$260
DVD Player		\$165
Wired Keyboard or Mouse (each)		\$30
AUDIO EQUIPMENT	QTY	PRICE
Computer/MP3 Sound includes Mixer and Speaker		\$315
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$505
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$100
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$230
CD Player		\$115
4-Channel Mixer		\$85
Powered Speaker w/Stand		\$160
CUSTOM ITEMS	QTY	PRICE
		\$
		\$

MONITORS	QTY	PRICE
<i>Please check the correct boxes to indicate your source (HDMI, VGA, DVI or USB) and what stand will be needed. Includes Standard Cable lengths(5').</i>		
17" - 19" LCD Monitor (4:3) Table stand only VGA Only		\$170
24" Multi Sync (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$285
32" LCD Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$395
46" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$705
55" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$885
70" - 80" or larger Monitor (16:9) Please contact PSAV for quote <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

Power and Internet must be ordered from the hotel

Gaylord National Exhibits
301.965.3710
GNExhibits@gaylordhotels.com

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor starting at \$105 per hour and Service Charge (24%) will apply

PSAV at
Gaylord National Resort &
Convention Center
201 Waterfront Street
National Harbor, MD 20745

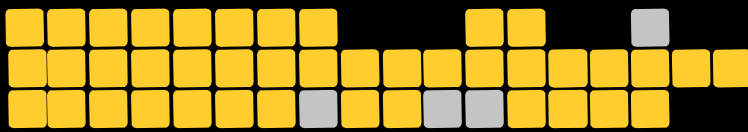
Exhibitor Services: 301.965.2047
Fax: 877.917.1223
Email: PSGNExhibits@psav.com
Pricing is valid until December 31, 2015

SPECIAL REQUESTS/NOTES



NATIONAL HARBOR, MD

SEPTEMBER 14-16, 2015



PSAV™

flawless performance. dramatic results.



EXHIBITOR RIGGING FORM

V01302015

NAME OF CONFERENCE:		START DATE:	END DATE:	# SHOW DAYS:
COMPANY NAME:				
STREET ADDRESS:			CITY & STATE:	ZIP CODE:
TELEPHONE NUMBER:			FAX NUMBER:	
CARDHOLDERS NAME:			CC #:	CREDIT CARD CID #
<input type="checkbox"/> AMEX <input type="checkbox"/> MC	CHECK #:	EXP. DATE:	BILLING ZIP CODE:	CARD HOLDERS SIGNATURE:
<input type="checkbox"/> VISA <input type="checkbox"/> CHECK				
EMAIL ADDRESS:				

WE WILL USE THIS AUTHORIZATION TO CHARGE YOUR CREDIT CARD ACCOUNT FOR THIS ADVANCE ORDER AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF ALL SHOW SITE CHANGES PLACED BY YOUR REPRESENTATIVES. PRICES ARE FOR EXHIBIT FLOOR ONLY. POWER AND INTERNET ARE NOT INCLUDED AND NEEDS TO BE ORDERED SEPARATELY THROUGH THE HOTEL.

Ordering Instructions

- PSAV must make all attachments to the rigging system, ceiling, and supporting structure of the building.
- Orders must be received 21 days prior to delivery** to avoid penalty rate, and guarantee equipment and crew availability.
- All rigging must conform to Show Management regulations.
- Please complete both pages of this form, and Fax or email diagrams along with this order form for a price quote.
- Signs must include necessary harnesses. PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical service must be ordered through Gaylord National Exhibits Department. (301) 965-3710
GNExhibits@gaylordhotels.com
- All overhead signs and banners must be assembled prior to the rigging call time.
- Riggers work in minimum teams of 3. Clients cannot be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 15' in length. Chain hoists may be used for these items.
- Show Management and Gaylord National Conference Services must approve banner placement in advance.
- Labor Rates include the price of Crew and Lift.
- A service charge of 24% on equipment will be added to the subtotal before tax. Please include applicable sales tax on equipment rental.
- TAX EXEMPT STATUS** - If you are exempt from sales tax payment, we require a State of Maryland exemption certificate.

Pricing Information

	Advance Rate (21 Days Prior)	Standard Rate
Straight Time 8:00 AM – 5:00 PM (M-F)	\$115.00	\$165.00
Over Time 5:00 PM – 12:00 AM (M-F)	\$172.50	\$222.50
Double Time 12:00 AM – 8:00 AM (M-S)	\$230.00	\$330.00
Saturday 8:00 AM – 12 AM	\$172.50	\$222.50
Sunday & Holiday's	\$230.00	\$330.00

**** Rates are per rigger / per hour (2hr. Minimum In 1hr. Minimum Out)***

Cancellations

Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one-day charge. If services have already been provided at the time of the cancellation, 100 % of original charges will be applied.

Delivery Information

ON SITE CONTACT:	
ON SITE CELL #:	
ROOM/BOOTH #:	
SETUP DATE:	
SETUP TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM
STRIKE DATE:	
STRIKE TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM

Comments:

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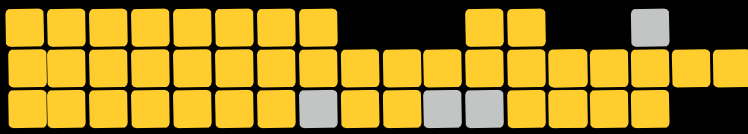
SEPTEMBER 14-16, 2015 | **AIR & SPACE** | **NATIONAL HARBOR, MD**
CONFERENCE AND TECHNOLOGY EXPOSITION

IF YOU HAVE A SPECIAL REQUEST OR NEED ADDITIONAL EQUIPMENT, PLEASE CALL.

A WRITTEN CONFIRMATION WILL BE SENT ONCE YOUR ORDER IS RECEIVED AND PROCESSED

Return form to: Presentation Services | Gaylord National Resort and Convention Center | 201 Waterfront Street | National Harbor, Maryland 20745 | PSGNexhibits@psav.com | Fax: 301-965-2060 | Phone: 301.965.2048





flawless performance. dramatic results.



EXHIBITOR RIGGING FORM

V01302015

NAME OF CONFERENCE:

START DATE:

END DATE:

SHOW DAYS:

COMPANY NAME:

SIGNS MUST BE ASSEMBLED PRIOR TO RIGGING CALL TIME.

Sign Information

SIGN TYPE (CONSTRUCTION)	SIGN WEIGHT	SIGN DIMENSIONS

Additional Information or a Sketch of Your Sign

Additional Information or a Sketch of Your Booth with Sign Location

IF YOU HAVE A SPECIAL REQUEST OR NEED ADDITIONAL EQUIPMENT, PLEASE CALL.

A WRITTEN CONFIRMATION WILL BE SENT ONCE YOUR ORDER IS RECEIVED AND PROCESSED

Return form to: Presentation Services | Gaylord National Resort and Convention Center | 201 Waterfront Street | National Harbor, Maryland 20745 | PSGNexhibits@psav.com | Fax: 301-965-2060 | Phone: 301.965.2048



EXHIBITOR BOOTH ORDER FORM



Date: _____

Event Name: _____
 Exhibiting Company: _____
 Contact: _____
 Street Address: _____
 City, State, Zip Code: _____
 On Site Contact: _____

Event Dates: _____
 Booth Number: _____
 Telephone: _____
 Facsimile: _____
 Email: _____
 On Site Cell: _____

SPECIALTY ITEMS



California Quivers (infused water / specialty cocktail)



Coffee Barista Station



Freshly Popped Popcorn



Candy Jar Display



Liquid Nitrogen Station - Smoothies, Gelato, Popcorn

EXHIBITOR BOOTH ORDER FORM

Delivery Schedule (Specific Times Required)

Show Dates	Show Times	Delivery Time (\$50++ Delivery)	Refresh of Product Delivery Time	Amount of Refreshed Product (\$50++ Delivery)	Pick-Up Time from Booth

Additional Delivery Instructions:

Product Display (check one):

☐ Utilize Existing Booth Display for Food/Beverage

☐ Hotel Table/Linen Required

ITEMS	COST	Qty	UofM	Sub total	24% svc chg	6% sales tax	TOTAL
Freshly Brewed Regular Coffee	\$ 98.00		gal				
Freshly Brewed Decaffeinated Coffee	\$ 98.00		gal				
White Lion Tea Selection	\$ 98.00		gal				
Soft Drinks	\$ 6.00		each				
Still and Sparkling Bottled Waters	\$ 6.00		each				
Bake Shop Specialties, Preserves, Butter	\$ 65.00		dzn				
Freshly Baked Cookies or Brownies	\$ 65.00		dzn				
Assorted Mini Cupcakes	\$ 65.00		dzn				
Haagen-Dazs Ice Cream Bars	\$ 6.75		each				
Popcorn Cart* (each bag pops approx. 100 bags)	\$ 400.00		bag				
Candy Jar Display (approx. 100 portions)	\$ 600.00		each				
5-Gallon Water bubbler (Power Required)	\$ 250.00		each				
5-Gallon Water bubbler Refill	\$ 75.00		each				
CQ Mango Mint Pineapple	\$ 175.00		container				
CQ Strawberry Basil	\$ 175.00		container				
CQ Lemon Cucumber	\$ 175.00		container				
CQ Black Raspberry Acai Jalapeno	\$ 175.00		container				

ITEMS	COST	Qty	UofM	Sub total	24% svc chg	9% sales tax	TOTAL
Domestic Beer	\$8.50		drink				
Imported Beer	\$9.50		drink				
Deluxe Cocktails	\$13.00		drink				
BV Century Cellars Chardonnay	\$12.50		drink				
BV Century Cellars Cabernet Sauvignon	\$12.50		drink				

ITEMS	COST	Qty	UofM	Sub total	24% svc chg	6% sales tax	TOTAL
*Attendant / Bartender (first 2 hours)	\$225.00		each				
Attendant / Bartender (additional for each hour or fraction thereafter)	\$75.00		each				

(Ask your Catering Representative When this is Required)

ITEMS	COST	Qty	UofM	Sub total	24% svc chg	6% sales tax	TOTAL
Delivery Fee(s)	\$50.00						
WRITE - IN:							
WRITE - IN:							
TOTAL:							\$0.00

EXHIBITOR BOOTH ORDER FORM

CATERING GUIDELINES	
PRICES	All prices are subject to change. Current pricing will be confirmed 90 days prior to the event.
SERVICE CHARGES & TAX	ALL pricing is subject to 24% service charge plus applicable federal, state, and municipal taxes. Service charge is also subject to applicable federal, state and municipal taxes.
GUARANTEES	<p>Expected attendance (guarantee) is required three business days prior to the event date by 9am. The guarantee number may not be reduced and is the minimum per person that will be charged. If a guarantee is not received by the required date, the expected number on the banquet event order will default to be the guarantee on the BEO.</p> <p>Preparation for food and beverage functions will be based on the guarantee number. If the guarantee number increases within two (2) days of the event, the increased number may be subject to food availability and substituted with an alternate menu option.</p>

FOOD AND BEVERAGE RESTRICTIONS	
	<p>Food and Beverage pricing for the Event will be based on current Gaylord National menu pricing at the time of the event date.</p> <p>All events are subject to the procedures of the Facilities Guidelines, which may be provided per the group's request. This agreement is binding to all parties associated with and attending the contracted event.</p> <p>The hotel will assess a fee to all "pop-up" requests. A "pop-up" is classified as an event that is requested of the hotel within 24 hours of the actual event. The starting fee for "pop-up" events is \$95.00 (up to 25 guests), and will increase with the number of guests and complexity of event.</p> <p>Food and Beverage detailed on the Banquet Event Orders (BEO's) as requested by the Client are to be distributed to Gaylord National operating departments no later than 12 days in advance of each event date. All BEO's are to be signed and returned by the Client to the Catering Department prior to that time. Attendance numbers increasing or decreasing more than 10% at the time of signature will incur an additional 20% up charge per menu item listed on the BEO.</p> <p>Any additional food ordered on the night of the event, if available, will be subject to an additional 24% labor fee plus the usual service charge and tax. Due to other events taking place, it is possible that additional food may not be available.</p> <p>Gaylord National Resort & Convention Center reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Hotel does not assume responsibility for personal property and equipment brought into the meeting and banquet areas.</p> <p>No outside food or beverage shall be permitted in the Hotel</p>

Explanation of Onsite Booth Delivery Fees	
Delivery of Product:	<p>Gaylord National is the only authorized and licensed unit able to provide food and beverage services in exhibit and meeting space. Gaylord National reserves the right to confiscate any/or charge fees for any food or beverage brought into the exhibit hall or meeting room areas without prior authorization by a catering representative</p> <p>All product is charged as ordered and product is delivered on disposable service ware (Unless chaffer is required)</p> <p>In compliance of the hotels class B alcohol license, all alcoholic beverages must be accompanied by a certified employee of the hotel. A Bartender must accompany the items and service the guests in the booth. In the event an Attendant/Bartender is requested, delivery fees are waived</p>

PAYMENT POLICY / MASTER ACCOUNT	
PRE-PAYMENT	For all other Group master accounts; no Terms are given. One-Hundred Percent (100%) of the events estimated charges are due 5-7 business days prior to the first scheduled event and is payable by check, money order or will be charged to the credit card on file. Pre-Payment will be based on pre-arranged events orders to include food and beverage, audio visual, IT, electrical, etc.

MISCELLANEOUS	
ELECTRICAL	Any electrical needs required should be pre-arranged and will be charged to the master account. All electrical needs are the responsibility of the exhibiting company and must be ordered through the exhibitor kit.
CANCELLATION POLICY	<p>Please refer to your Banquet Event Order contract. All deposits will be applied to the balance due:</p> <p>12-7 Days prior to Event = 50% of F&B Ordered to be charged to Client</p> <p>6-4 Days prior to Event = 75% of F&B Ordered tot be charged to Client</p> <p>3-0 Days prior to Event = 100% of F&B Ordered to be charged to Client</p>



DIGITAL EXHIBIT PHOTOGRAPHY



Specify Photos Needed: ☐ Empty ☐ Staff ☐ Activity

Photograph Booth as follows:

_____ Premium 300 DPI View of Exhibit on CD or Drive with release of copyrights and ownership of image, **\$175.00 each.**

_____ Each additional 300 DPI view with High Res Jpeg (for print media and web use)
\$75.00

Editorial and Special Event Photography \$ 325. Per Hour

Photograph of your Special Events, Press Conferences, Award Ceremonies for Editorial and Marketing use, In Booth Award Presentations, Group Photos, and Receptions.
Includes approximately 30-50 Hi Res images per hour on CD or Drive.

Call for scheduling and specific instructions

Company _____
Contact _____
Address _____
Phone # _____
e-mail address _____

Payment: Invoiced / Check ☐ (Payable to: *BlindSpot, LLC*)

BlindSpot, LLC
5160 Gagne Ct Fairfax, VA 22030
blindspotnews@cox.net 703-843-7857 Mobile





SECURITY ORDER FORM For Individual Exhibit / Display Guard Service

2015 AIR & SPACE CONFERENCE AND TECHNOLOGY EXPOSITION

The services ordered are for security personnel to reduce the risk of loss and or damage to property contained within the display area. K. J. Madden Inc., is not an insurer or guarantor, services rendered confer no rights on any other party as a third party beneficiary. Charges are based solely upon the value of services provided and are unrelated to the value of the client's property. The amount payable by the client is not sufficient to warrant assuming any risk of damage or loss of property due to any cause. The security supervisor will remove the guard when coverage is scheduled to end each day. Twenty-four hours' notice is required for schedule changes or cancellations. It is recommended that the client have, in effect at the time of signing this agreement, insurance to cover property, personnel, and claims arising from engaging in business as an exhibitor.

Orders received after August 11, 2015 are "on-site" orders and require an additional 15% charge.

EXHIBITS VIEWING SCHEDULE			
Monday	14 September 2015	1100-1600	1800-1945 Outstanding Airman Reception
Tuesday	15 September 2015	0930-1600	
Wednesday	16 September 2015	0930-1600	1830-1945 Air Force Anniversary Reception

Booth Number:	Company Name:		
Address			
Phone:	Fax:	E-mail:	
On-site Contact:			Cell phone:

PLEASE LIST THE TIMES YOU WILL REQUIRE COVERAGE TO BEGIN AND END EACH DAY						
Day	Date	Start time	Stop time	Total hours	Number of guards	Total Man-hours
Friday	11 September					
Saturday	12 September					
Sunday	13 September					
Monday	14 September					
Tuesday	15 September					
Wednesday	16 September					
Thursday	17 September					
Total hours						
Total hours at \$38.00 per hour						\$

**Methods of Payment: Company checks, wire transfer or money orders only.
Sorry, credit cards are not accepted.**

Terms, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to perform the service as specified. Payment in full due, on or before August 11, 2015.

Name _____ Company _____ Authorized Signature _____ Date _____

Questions or concerns please contact: K. J. Madden, Inc., Box 7551, Arlington, Virginia 22207

Office: 703 536-9514/ fax 703 536-4605/ cell 703 731 8750/ e-mail kj.madden306@gmail.com



Mail or fax this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 866-516-3716 fax
 [Tax ID #: 54-1796144]



QTY	ITEM	By Sept 2*	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 60.00	\$ 70.00	
	Floral Arrangement (approx. 18" H)	\$ 75.00	\$ 85.00	
	Custom Floral Arrangement (call for assistance)	Call / email	Call / email	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 80.00	\$ 95.00	
	Roses, arranged, one dozen (color_____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small_____ Large_____)	\$50/\$75.00	\$60/\$85.00	
	Mum Plants (white_____ yellow_____ lavender_____)	\$ 25.00	\$ 30.00	
	Azaleas (red_____ pink_____ white_____)	\$ 30.00	\$ 35.00	
	Bromeliads (Red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Ivy_____ Pothos_____	\$ 25.00	\$ 30.00	
	Large Fern_____ Ivy_____ Pothos_____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ greens and color	\$ 125.00	\$ 135.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$100.00	\$ 110.00	
	Pkg C: large container w/ivy and blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 40.00	
	3' Green Plants	\$ 40.00	\$ 50.00	
	4' Green Plants	\$ 50.00	\$ 60.00	
	5' Green Plants	\$ 60.00	\$ 70.00	
	6' Green Plants	\$ 70.00	\$ 80.00	
	7' Green Plants	\$ 95.00	\$ 110.00	
	8' - 10' Green Plants	\$115.00	\$130.00	
Decorative Containers: White Black Wicker			SUB TOTAL	\$
♦ Call for prices on brass, chrome, terra cotta pots				
♦ Tax is based on show location			Sales Tax	\$
			MD 6%	
www.urbanjungleinc.com info@urbanjungleinc.com		TOTAL AMOUNT DUE		\$
EMAIL OR CALL FOR CATALOGUE OF FLOWERBOXES, IVY WALLS, TOPIARIES, ETC.				

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

☐ **HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH:** Date_____ Time_____

Exhibitor: _____
 Third Party: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Mobile # _____
 PO # _____
email:** _____

Show Name: 2015 Air & Space Technology Conference
 Show Dates: September 14-16, 2015

Location: Gaylord National Harbor Conference Ctr
 Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____
 Name on Card: _____

Exp. Date: _____ Security # _____
 Billing Zip: _____

{Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101}

*****Email is required for confirmation and final invoices.***

****Orders must be received two weeks prior to show date for advance price!***

SEPTEMBER 14-16, 2015 | **AIR & SPACE** | NATIONAL HARBOR, MD CONFERENCE AND TECHNOLOGY EXPOSITION

Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Air Force Association, and Gaylord National Resort & Convention Center shall be named as Additional Insured. This insurance must be in force during the lease dates of the event, September 11-18, 2015.

Purchase your Insurance Now

There are no applications to fill out. Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase you Liability Insurance for just \$89:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=1fba385ac0e7>

Your Insurance Certificate is instantly emailed to you and a copy is sent to show management.

This \$89 program is valuable for:

- *Exhibitors who do not have any insurance.
- *International Exhibitors whose liability insurance will not cover them at a U.S Show.
- *Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- *Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- *Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Proof of Insurance is Mandatory

Having insurance will protect your company, employees, and volunteers, should a claim arise against you for something that occurred at your booth.

If you do not have coverage, it can easily be secured through the link provided above.

We also offer affordable short term Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)

[Click Here for Brochure which explains this coverage](#)

If you are an International Company (exhibitor), please read further instructions on Page 2.



INTERNATIONAL EXHIBITORS - Address and Phone Number instructions:

If you are a non U.S. company, please read the following instructions:

When you are filling in your company information it will ask for a phone number and address. Please use our phone number and the address of the Venue (Gaylord National Resort & Convention Center).

Here is the address you should use:

201 Waterfront St.
National Harbor, MD 20745

Here is the phone number you should use:

800-528-7975

Please feel free to direct all insurance questions to Rainprotection Insurance:

(800)528-7975
sales@rainprotection.net
www.Rainprotection.net

Reach Thousands of Buyers and Drive Traffic to Your Booth with Air & Space Conference eNewsletter

SAMPLE ENEWSLETTER



Here's how it works:

The eNewsletter delivers timely Show updates and need to know information to attendees, along with your company details and product information. The attendees are hungry to see what's new and get a preview of what will be at the Show, and the eNewsletter is an excellent vehicle to meet that demand.

The eNewsletter will drive attendees to your online profile upgrade. It links directly to your online profile, resulting in more traffic and more leads. Seven issues for the Air & Space Conference eNewsletter will be sent to all registered attendees. Five issues will be published prior to the show, a show issue during the show, plus a wrap-up edition. Each edition will have a limited number of positions as follows:

Premium Position

ONLY 5 SLOTS PER ISSUE AVAILABLE / \$1,150 EACH

- Sponsor Logo at top right of newsletter
- Placement in top 5 newsletter positions
- Company name & booth number
- Description of products/services
- Product image (200 x 200 pixels)
- Link to your online profile
- Online floor plan Rotating Banner position

Featured Position

25 SLOTS PER ISSUE AVAILABLE / \$850 EACH

- Placement immediately below premium positions
- Company name & booth number
- Description of products/services (100 words max)
- Product Image or logo (200 x 200 pixels)
- Link to your online profile

Thunderbird Program • EXCLUSIVE TO 1 EXHIBITOR ONLY / \$15,000

- 1st Premium position in each eNewsletter
- Primary position in the Exhibitor Online Search List
- Top Banner position for the Online Floor Plan
- Level 2 Profile Upgrade

Connect with attendees before, during and after the Show with Online Profile Upgrades

Introducing AFA Online upgrade:

Air & Space Conference Exhibitor Profiles is the most complete and up-to-date resource for exhibitor and product information. You can increase your visibility, showcase your products, drive more traffic to your booth and access your leads by upgrading your exhibitor profile.

Level 1 Profile Upgrade / \$495

- Priority placement at the top of all online basic searches
- 75-word company description
- Includes exhibitor contact information
- Company logo
- 2 Customizable product showcases
- Press release
- 5 Search categories
- Booth wallpaper

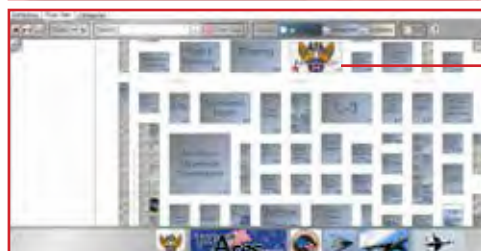
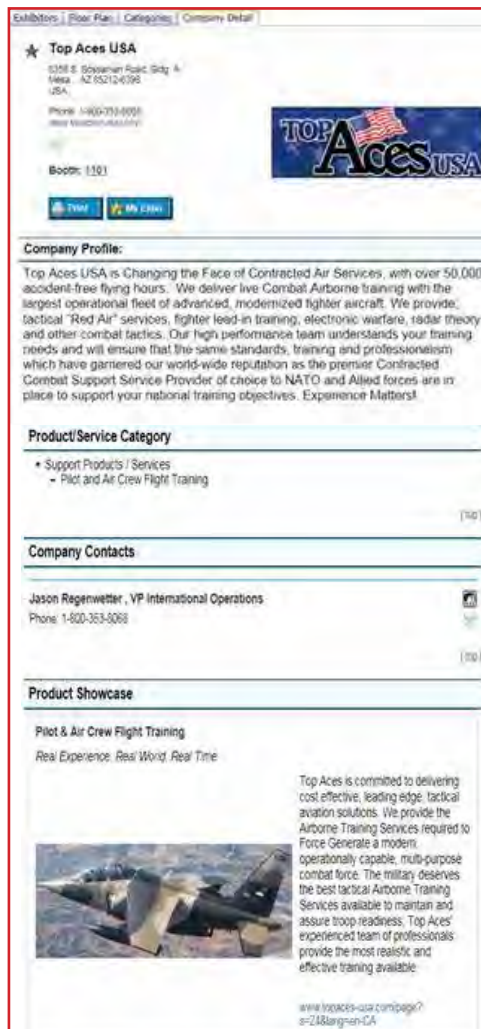
Level 2 Profile Upgrade / \$895

- All Level 1 features
- 200-word company description
- Priority placement at the top of all online search results
- Inclusion in Featured Exhibitor Search
- 5 total product showcases with video capability
- 2 Press releases
- 1 Special event announcement
- Company brochure
- Unlimited search categories

Thunderbird Program Banner: Exclusive to one exhibitor

Wall Paper: All online booth upgrades include this feature which will make your booth stand out from the rest with your customized wall paper. Use your logo or product picture to highlight your booth position.

Rotating Floor Plan Banner available to eNewsletter Premium participants. Each issue will include one of the limited positions. Positions are available as soon as you sign up.



ORDER FORM

for Air & Space Conference eNewsletter and Online Profile Upgrades

Confirmation (including remittance information) will be sent upon receipt of Order Form.
All signed Agreements will be considered firm, and no cancellations are accepted.

For Payment

For PCI Compliance reasons, credit card numbers may only be accepted by phone. Upon receipt of this order, our sales team will contact you directly for credit card specifics. Please indicate your card of choice: VISA MasterCard AMEX

Name _____

Company Name _____ Booth Number _____

Address _____

City _____ State _____ Zip _____

Phone _____ FAX _____

Email _____

Authorized Signature _____

Date _____

Air & Space Conference eNewsletter

Issue	Publish Date	Content due date	Premium \$1150 each	Feature \$850 each
Kick Off Issue	6/16/15	6/11/15		
2	8/11/15	8/6/15		
3	8/18/15	8/13/15		
4	8/25/15	8/20/15		
5	9/1/15	8/27/15		
Opening Show Issue	9/8/15	9/3/15		
Post-Show	9/29/15	9/24/15		

SUB-TOTAL:

Online Profile Upgrades

Level 1 Profile Upgrade

☐ \$495

Level 2 Profile Upgrade

☐ \$895

Thunderbird Program (One available)

☐ \$15,000

TOTAL:

Premium customers: Please supply a 200x200 pixel product image and 200x200 pixel logo as a jpg, gif, or png.

Feature Customers: Please supply a 200x200 pixel product image or logo as a jpg, gif, or png.

All customers: please supply a Headline for your product (15 words max) and a description (100 words max)

All materials should be uploaded to our online dropbox by going to this URL: <https://www.hightail.com/u/Send-files>

Please email completed forms to: shannonb@expocad.com • 678.904.4441 • Fax: 678.904.4442

SEPTEMBER 14-16, 2015

AIR & SPACE
CONFERENCE AND
TECHNOLOGY EXPOSITION

NATIONAL HARBOR, MD

Exhibitor Email Blast Service

Some attendees are specifically looking for your products.

They are making a list of booths to visit.

Let them know why you should be on that list.

Send an email inviting attendees to visit your booth!

This is an opportunity to get your message in front of the professionals that are attending the Air & Space Conference. Since we are unable to send you the list of email addresses, we are working with a 3rd party vendor to facilitate the email sending process. Once you sign-up for the service, you will be contacted by our service provider, Event Technologies. They will review the process with you, assist you with email creation if you need help, and send the email for you on your scheduled send date. Reporting will be available after the email is sent.

The email blasts will be sent from July 20th to September 11th. You pick the day when you sign up, first come, first serve. If you are interested in using this service, we highly recommend you place your order now so you can secure your ideal send date.



Cost: \$895

To place an order, complete the [order form](#) and email it to: DSarland@afa.org

For additional questions, please contact: Dennis Sharland | 703-247-5838

Air Force Association
1501 Lee Highway, Suite 400
Arlington, VA 22209
www.afa.org

SEPTEMBER 14-16, 2015

AIR & SPACE
CONFERENCE AND
TECHNOLOGY EXPOSITION

NATIONAL HARBOR, MD

Pre-Show Email Marketing Order Form

ORDER		
	Cost	Total
Pre-show Email Blast to Registered Attendees	\$895	
3 Email Package - Send an email campaign (pre/post show emails)	\$2,395	
TOTAL		

ORDER INFORMATION		
Company	Booth#	
Contact Name	Title:	
Billing Address:	City:	
Telephone:	State:	Zip:

PAYMENT INFORMATION	
Credit Card Type:	
Cardholder Name:	
Card #	
Expiration Date: /	Security Code:
Cardholder Signature X	
Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract. By signing here, you agree to the below terms and conditions.	

Emails will be sent between July 20 and September 11, 2015.

Preferred Send Date:	Choice #1:	Choice #2:	Choice #3:
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TERMS AND CONDITIONS

Placing an Order: Emails will be sent from July 20 and September 11, 2015. Orders and scheduling of your email send date/time will be done on a first come, first serve basis. Once an order is processed, you will be contacted by our third party vendor, Event Technologies. Event Technologies will assist the exhibitor with creation of the email, including providing test emails for review of accuracy.

Conditions: The deadline for email content submission is two weeks before the email is scheduled to be sent. Exhibitors are required to meet the deadline associated with their specific send date.

An Order Form with a form of payment is required prior to the scheduling of your email blast. All emails must be set up by the exhibitor and approved by the deadline dates stated in the above table. These dates are not flexible, unless otherwise approved by Event Technologies or AFA; any emails not created by these dates will be void and the exhibitor's payment will be forfeited.

The use or display in any manner or medium of the conference name, logo, acronym, marks or copyrighted materials is not permitted, and no reference, implication or use of such show name, logo, acronym, marks or copyrighted materials may be made to claim or imply conference endorsement, affiliation or approval of any product, service or program without the express, prior written consent of AFA.

AFA reserves the right to refuse any order, at any time, for any purpose. This opportunity is available to 2015 Air & Space Conference and Technology Exposition exhibitors only.

Delivery: Email blasts will be distributed to the Air & Space Conference and Technology Exposition attendees between the dates of July 20 and September 11, 2015. Send date and time will be assigned on a first come, first serve basis. Only 2 emails will be sent per day at 9AM and 1PM Eastern Time.

Royalty Fees: The fee per order is \$895.00 per email blast. A package of 3 emails can be purchased for \$2,395.

Payment Terms: **Credit card payment is required for all email blast orders.** Credit card payments must include credit card type, card holder name, account number, and expiration date. No order will be filled without credit card information. Receipts can be emailed to the individual listed in the Bill to section upon request.

Cancellations: All email reservations are final. No refunds are available after contract is accepted and payment is processed.

Questions: Dennis Sharland, AFA, Sr. Manager, Expositions & Advertising, 703-247-5838 or dsharland@afa.org.

